

MCO P4650.37

**MARINE CORPS TRAVEL  
INSTRUCTIONS MANUAL  
(MCTIM)**



**U.S. MARINE CORPS**

PCN 10206420400





DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON, DC 20380-0001

MCO P4650.37C  
MCFC-DAPS-2  
18 Jun 90

MARINE CORPS ORDER P4650.37C W/CH 1

From: Commandant of the Marine Corps  
To: Distribution List

Subj: MARINE CORPS TRAVEL INSTRUCTIONS MANUAL (SHORT TITLE:  
MCTIM)

Encl: (1) LOCATOR SHEET

1. Purpose. To amplify and interpret the travel regulations promulgated by the Joint Federal Travel Regulations, volume 1, and the Joint Travel Regulations, volume 2.
2. Cancellation. MCO P4650.37B
3. Review. This regulation has been reviewed by the Per Diem, Travel and Transportation Allowance Committee per DoD Directive, 5154.13, dated 11 February 1980, as case PDC183.
4. Information. The MCTIM is issued to guide Marine Corps commanding and disbursing officers in matters pertaining to travel of personnel.
5. Summary of Revision. The contents of this Manual have been revised and reformatted with major changes throughout and should be reviewed in their entirety.
6. Recommendation. Recommendations concerning the contents of the MCTIM are invited and should be submitted to the Commanding Officer, Marine Corps Finance Center (DAPS-2), Kansas City, MO 64197-0001, via the appropriate chain of command.
7. Figures/Illustrations. Charts and completed forms contained in this Manual illustrates the principles and procedures explained in the text. The figures DO NOT necessarily show current names, dates, rates of entitlement, official distances, appropriation data, or computations. These details are included in order that the principles outlined in the written instructions may be clarified. ALWAYS consult the correct source reference(s) for current data, e.g., The Official Table of Distances, JFTR, etc.

8. Reserve Applicability. This Manual is applicable to the Marine Corps Reserve.
9. Certification. Reviewed and approved this date.



E. T. COMSTOCK  
Fiscal Director  
of the Marine Corps



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON, DC 20380-0001

MCO P4650.37C Ch 1  
DFAS-KC/SR  
1 Jul 91

MARINE CORPS ORDER P4650.37C Ch 1

From: Commandant of the Marine Corps  
To: Distribution List

Subj: MARINE CORPS TRAVEL INSTRUCTIONS MANUAL (SHORT TITLE: MCTIM)

End: (1) New page inserts to the basic Manual  
(2) List of Effective Pages

1. Purpose. To transmit new page inserts to the basic Manual.
2. Action
  - a. Insert enclosure (1).
  - b. Upon insertion of this change, the pages listed in enclosure (2) are in effect. Remove and destroy pages not listed.
3. Approval. This Change has been reviewed by the Per Diem, Travel and Transportation Allowance Committee per the DoD Directive 5154.13 or 11 February 1980 as case PDC #P-11B7.
4. Summary or Changes
  - a. Throughout the proposed change, the consolidation of portions of the MCFC to the Defense Finance and Accounting Service (DFAS) is reelected. Also reflects the redesignation of the remaining portions as the Marine Corps Support Activity.
  - b. In a step toward stanardizing the use of terms, etc., in the Department of Defense financial community, disbursing office/officer has been redesignated as finance office/officer throughout this Change.
  - c. Papagraph 20162 deletes reference to the NAVMC 11062: Certificate in Lieu of orders. This form was combined with NAVMC's 11060 and 11131 to create a new NAVMC 11060: Separation/Travel Pay Certificate. When Marines are separated without orders, the appropriation data of the NAVMC 11060 must be completed.
  - d. A new paragraph 20301 adds a requirement for Marines to certify that their orders have been lost by placing a statement.

1 Jul 91

in the remarks section of their claim. The remaining Paragraphs in that part were renumbered.

e. Paragraph 20402 removes the requirement to notify Marines of overpaid travel advances when the amount of the advance was \$50 or less. The delayed checkage program has been expanded to include these amounts. Marines will now be notified on their LES of an impending checkage.

f. Paragraph 20805 provides a referral to paragraphs 30443 and 80443 when an unsettled travel advance is discovered after the Marine has separated.

g. Paragraphs 30201 and 30202 now allow commanding officers stationed overseas whose units are provided pay service by MCSA (FDD) to send a message to FDD to request PCS travel advances for their personnel. A new figure 3-2-1 shows a sample of a message request for pcs travel, while paragraph 30222 instructs FDD how to complete the Payment voucher. Paragraph 30232 Provides instructions to FDD on how the endorsement to the orders is prepared, and Paragraph 30234 Provides instructions on how the payment is to be made. (Previous figures 3-2-1 and 3-2-2 were renumbered as 3-2-2 and 3-2-3.) A reference included on the now figure 3-2-2 was corrected.

h. Adds an auxiliary verb to clarify paragraph 30421.

i. Paragraph 30443 Provides the actions required when an overpayment on a PCS travel advance is discovered after a Marine separates from the service.

j. Paragraph 40202 adds an explanation that dependent travel entitlements may not be directly related to a PCS move.

k. Paragraphs 40203 and 40304 includes the option to have the Marine prepare an Authorization for Advance Dependents Travel and/or Dislocation Allowance. Provides the form for local reproduction as figure 4-2-1.

l. Paragraphs 40233 and 40235 deletes the reference to the NAVMC 11062: Certificate in Lieu of Orders. This form was combined with [NAVMC's 11060](#) and 11131 to create a new [NAVMC 11060](#): Separation/Travel Pay Certificate. Because the new [11060](#) is not used when dependents travel before a Marine's PCS orders are issued or incident to an evacuation, a certificate similar to the Certificate in Lieu of Orders is provided as figure 4-2-2 for local reproduction.

m. Adds a new part F to chapter 4, section 2. This details procedures for making claims for reimbursement when dependents travel to attend the burial services of a deceased Marine, when they visit a seriously ill or injured Marine, and when they relocate after a Marine is declared dead, missing, etc.

n. Paragraph 40524 removes the requirement to notify Marines when the shipment of their household effects cost more, but \$50 or less, than what the Marine was entitled to or if the Marine did not provide the required weight certificates. The delayed checkage program has been expanded to include these amounts of \$50 or less. Marines will now be notified on their LES of an impending checkage.

o. Paragraph 50202 clarifies the entitlement to advanced partial payments for separation travel.

p. Paragraph 50212 deletes the use of the NAVMC 11062: Certificate in Lieu of Orders in conjunction with a Marine's separation.

q. Paragraph 50213 replaces the use of the NAVMC 11131: Separation Travel Allowances Election certificate with the [NAVMC 11060](#): Separation/Travel Pay Certificate. The [NAVMC 11060](#) combined three forms: the previous [NAVMC 11060](#) and the NAVMC's 11131 and 11062 into one for use at separation. This paragraph further explains the preparation of the new [11060](#) and its distribution.

r. Paragraph 50214 explains how to authorize dependent travel/shipment of household effects prior to the date of separation, since the NAVMC 11062: Certificate in Lieu of Orders has been removed from the distribution system.

s. Paragraphs 50221, 50311, and 50312 replace the NAVMC 11131 with the [NAVMC 11060](#).

t. Deletes previous paragraph 50222, which required the Marine to provide the separation documents to the finance officer for a partial payment/advance for separation travel. The Marine makes this election on the [NAVMC 11060](#), which the commander provides to the finance office as part of the separation package.

u. Paragraph 50312 requires the separatee to submit original travel orders and a copy of the [NAVMC 11060](#) with the separation travel claim. Also requires the separatee to submit a copy of the document authorizing dependents travel or shipment of household effects prior to the date of separation, if applicable.

1 Jul 91

v. Paragraph 50321 expands the procedures on settling a separation travel claim.

w. Paragraph 50322 provides procedures if a category I or II separatee is due funds for separation travel after having completed that travel. This includes instructions on how to use the amount due the separatee to offset other indebtednesses owed the Government.

x. Paragraph 50323 corrects the recoupment action. These corrected instructions were previously released in TAN 1-91.

y. Paragraphs 60212 and 60213 differentiates where SMCR reservists, as opposed to IMA, IRR, and MTU reservists, are to submit their claims for settlement. SMC Reservists are to continue submitting their claims to their active duty site, if a Marine Corps finance office is available. IMA, IRR, and MTU reservists are to submit their claims to MCRSC, who will forward the claim to MCSA (RMC-FDD) for action.

z. Paragraphs 80201 and 80203 now allow commanding officers stationed overseas whose units are provided pay service by MCSA (FDD) to send a message to FDD to request TAD travel advances for their personnel. A new figure 8-2-1 shows a sample of a message request for TAD travel, while paragraph 80222 instructs FDD how to complete the payment voucher. Paragraph 80232 provides instructions to FDD on how the endorsement to the orders is prepared, and paragraph 80234 provides instructions on how the payment is to be made. (Previous figures 8-2-1 and 8-2-2 were renumbered as 8-2-2 and 8-2-3.)

aa. Paragraphs 80322 and 80323 clarify the instructions on the issuance, payment of advances, and settlement of claims on blanket and repeat travel orders.

bb. Paragraph 80443 provides the actions required when an overpayment on a TAD travel advance is discovered after a Marine separates from the service.

cc. Paragraph 80703 correct a reference.

dd. Paragraphs 90204 and 90315 delete reference to the NAVMC 11062: Certificate in Lieu of Orders. Refers to a copy of a like certificate in figure 4-2-1, which can be reproduced locally.

ee. Paragraph 100103 expands on the procedures to follow if a Marine fails to submit a travel claim within 30 days of reporting to a new permanent duty station.

ff. Paragraphs 100131 and 100141 reduces the number of copies required for the NAVMC 11108, and alters the distribution requirements.

gg. Paragraph 100142 provides procedures required in the finance office if the commander fails to submit a NAVMC 11108 when a Marine reports for a period of TAD/TDY of 45 days or more.

hh. A new paragraph 100316 explains how to compute elapsed time when a Marine performs PCS travel aboard a naval vessel for the sole purpose of transportation.

ii. Paragraph 130213 requires the commanding officer to request the finance officer collect overpayments made to a civilian traveler.

jj. Paragraph 140101 provides an example of when amounts due a Marine after settling the travel claim might be credited to the Marine's MMPA, rather than making a cash payment.

kk. Paragraph 140102 deletes the requirement for a finance officer to notify a Marine of overpayments of \$50 or less. All overpaid travel advances, regardless of the amount, may now be collected in the same manner.

ll. Paragraph 140103 expands the procedures to collect overpaid travel advances to include those overpayments of \$50 or less.

mm. Incorporates the messages listed below:

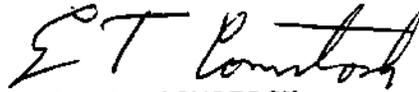
<u>DTG</u>	<u>TAN #</u>	<u>SUBJECT</u>
MARFINCEN 192300Z Aug 88	TAN 30-88	Residual Travel Allowances to Offset Indebtedness
MARFINCEN 062305Z Mar 89		Elapsed Time Reporting for Travel Via Government Vessel
MARFINCEN 142301Z Feb 89	TAN 3-89	BAS offset on Travel Advances

<u>DTG</u>	<u>TAN #</u>	<u>SUBJECT</u>
MARFINCEN 172302Z May 89	TAN 9-89	Procedures for Claims Involving Lost Original Orders
MARFINCEN 132300Z Jun 89	TAN 13-89	Payment of Dependent Travel Allowances When Member's Discharge Is Under Other Than Honorable Conditions
MARFINCEN 032303Z Aug 89	TAN 17-89	Time Requirement in the Settlement of Travel Claims
MARFINCEN 212301Z Dec 89	TAN 21-89	Travel Expenses for Flight Requirement
MARFINCEN 032305Z Apr 90	TAN 7-90	Overpayment of Travel Advances in Excess of \$50
MARFINCEN 242300Z Apr 90	TAN 9-90	Administration of Travel Advances Issued on Open Travel Authorizations
MARFINCEN 292302Z May 90	TAN 14-90	Processing of NAVMC 11108: Memorandum Endorsement - Certification of Accountability for Elapsed Time - TAD 45 Days or More

5. Change Notation. Significant changes contained in the revised pages are denoted by an (>)symbol.

6. Filing instructions. File this change transmittal immediately following page 2 of the basic Manual.

7. Certification. Reviewed, coordinated with DFAS and approved this date.



E. T. COMSTOCK  
Fiscal Director  
of the Marine Corps

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MCO P4650.37C  
18 Jun 90

**LOCATOR SHEET**

Subj: Marine Corps Travel Instructions Manual (Short Title: MCTIM)

Location:

\_\_\_\_\_

(Indicate the location(s) of the copy(ies) of this Manual.)



MCTIM

LIST OF EFFECTIVE PAGES

1. The following is a list of pages in effect after insertion of this Change. Missing pages should be obtained by requisitioning the basic Manual and/or pertinent Change(s) per MCO P5600.31.

Page	Ch	Page	Ch	Page	Ch	Page	Ch	Page	Ch
MCO P7220.31H		2-10	0	3-4	1	4-12	1	5-7	1
dtd 30 Oct 90		2-11	0	3-5	0	4-13	1	5-8	1
3	1	2-12	1	3-7	1	4-14	1	5-9	1
4	1	2-13	1	3-8	1	4-15	0	5-10	1
5	1	2-14	1	3-9	1	4-16	1	5-11	0
6	1	2-15	1	3-10	1	4-16a	1	5-12	1
7	1	2-16	1	3-11	1	4-16b	1	5-13	1
8	1	2-17	0	3-12	1	4-16c	1	5-14	1
9	1	2-18	0	3-12a	1	4-16d	1	6-1	1
i	0	2-19	0	3-12b	1	4-16e	1	6-3	0
iii	3	2-20	0	3-13	0	4-16f	1	6-5	0
v	0	2-21	1	3-14	0	4-17	1	6-6	1
vi	0	2-22	1	3-15	0	4-18	0	6-7	1
1-1	0	2-23	0	3-16	0	4-19	0	6-8	1
1-2	0	2-24	1	3-17	1	4-20	0	7-1	0
1-3	1	2-25	0	3-18	1	4-21	0	7-2	0
1-4	1	2-26	0	3-19	0	4-23	0	7-3	0
1-5	0	2-27	0	3-20	0	4-24	1	7-5	0
1-7	0	2-28	0	3-21	1	4-25	1	7-6	0
1-9	0	2-29	0	3-22	1	4-27	0	7-7	0
1-10	0	2-30	0	4-1	1	4-29	0	7-9	1
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2-2	1	2-33	0	4-3	1	4-31	1	7-11	0
2-3	1	2-34	1	4-4	1	5-1	1	7-13	0
2-4	0	2-35	0	4-5	1	5-2	1	7-14	1
2-5	0	2-37	1	4-7	0	5-3	0	7-15	0
2-7	1	3-1	0	4-9	1	5-5	1	7-17	0
2-8	0	3-2	1	4-10	1	5-6	1	7-18	0
2-9	0	3-3	1	4-11	0	5-6a	1	7-19	0

ENCLOSURE (2)

MCTIM

Page	Ch	Page	Ch	Page	Ch	Page	Ch	Page	Ch
7-21	0	8-17	1	9-2	0	10-18	0	10-47	0
7-22	0	8-18	1	9-3	0	10-19	0	10-48	0
7-23	0	8-19	0	9-5	0	10-20	0	10-49	0
7-24	0	8-20	0	9-6	1	10-21	0	10-50	0
7-25	0	8-21	0	9-7	0	10-22	0	10-51	0
7-26	0	8-22	0	9-8	0	10-23	0	10-52	0
7-27	1	8-23	1	9-9	0	10-24	0	10-53	0
7-28	0	8-24	1	9-11	0	10-25	0	10-54	0
7-29	0	8-25	1	9-12	0	10-26	0	10-55	0
7-30	0	8-26	1	9-13	1	10-27	0	10-56	0
7-31	0	8-27	0	9-14	1	10-28	0	10-57	0
8-1	1	8-28	1	9-15	0	10-29	0	10-58	0
8-2	1	8-29	0	10-1	1	10-30	0	10-59	0
8-3	1	8-30	0	10-2	1	10-31	0	10-60	0
8-4	1	8-31	1	10-3	0	10-32	0	10-61	0
8-5	0	8-32	1	10-4	1	10-33	0	10-62	0
8-6	1	8-33	0	10-5	0	10-34	1	10-63	0
8-7	0	8-34	0	10-6	0	10-35	1	10-64	0
8-8	0	8-35	0	10-7	1	10-36	1	10-65	0
8-9	1	8-36	0	10-8	1	10-37	0	10-66	0
8-10	0	8-37	0	10-9	1	10-38	0	10-67	0
8-11	1	8-38	0	10-10	1	10-39	0	10-68	0
8-12	1	8-39	0	10-11	1	10-40	0	10-69	0
8-13	1	8-40	0	10-12	1	10-41	0	10-70	0
8-14	1	8-41	0	10-13	0	10-42	0	10-71	0
8-15	1	8-42	1	10-14	0	10-43	0	11-1	0
8-16	1	8-43	1	10-15	0	10-44	0	11-2	0
8-16a	1	8-45	0	10-16	0	10-45	0	11-3	0
8-16b	1	9-1	0	10-17	0	10-46	0	11-5	0

MCTIM

Page	Ch	Page	Ch
11-6	0	13-9	0
11-7	0	13-10	0
11-9	0	13-11	0
12-1	1	13-12	0
12-2	1	14-1	0
12-3	1	14-3	1
12-5	1	14-4	1
12-7	1	14-5	0
12-8	1	A-1	0
12-9	1	A-2	0
12-10	1	A-3	0
12-11	1	A-4	0
12-13	1	A-5	0
12-14	1	B-1	0
12-15	1	INDEX-1	1
12-16	1	INDEX-2	1
12-17	1	INDEX-3	1
12-19	1	INDEX-4	1
12-20	1	INDEX-5	1
12-21	1	INDEX-6	1
12-22	1	INDEX-7	1
12-23	1	INDEX-8	1
13-1	0	INDEX-9	1
13-2	0		
13-3	0		
13-5	0		
13-6	0		
13-7	1		
13-8	0		

CONTENTS

CHAPTER

INTRODUCTION

1	POLICY AND PRINCIPLES
2	GENERAL PROVISIONS
3	PERMANENT CHANGE OF STATION
4	PCS-RELATED TRAVEL ALLOWANCES
5	SEPARATION TRAVEL
6	RESERVE COMPONENTS
7	SPECIAL CIRCUMSTANCES AND CATEGORIES
8	TEMPORARY ADDITIONAL DUTY
9	EVACUATION ALLOWANCES
10	ELAPSED TIME
11	TRAVEL COMPUTATIONS
12	PAYMENT TO OTHER SERVICE MEMBERS
13	CIVILIAN EMPLOYEES
14	REFUNDING/COLLECTING AMOUNTS DUE

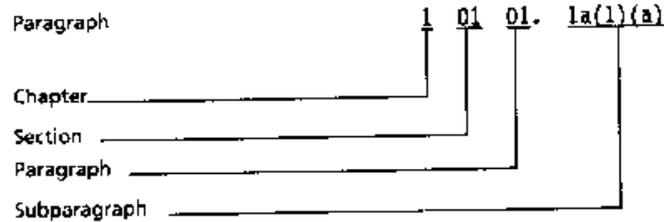
APPENDIX

A	ACRONYMS
B	REGULATORY CITATIONS

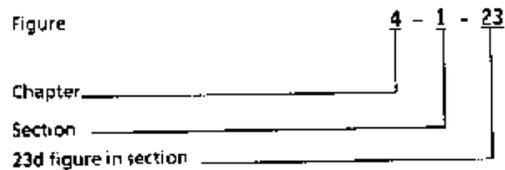
INTRODUCTION

00001. PURPOSE. This Manual furnishes the instructions and technical guidance required by Marine Corps commanding and disbursing officers for the administration of travel entitlements prescribed in the Joint Federal Travel Regulations (JFTR), volume 1 and the Joint Travel Regulations, (JTR), volume 2.

00002. NUMBERING OF PARAGRAPHS AND ILLUSTRATIONS. Paragraphs are numbered in five digits with further division of subparagraphs shown in numerals, small letters, numbers in parentheses, and small letters in parentheses.



Figures and tables are numbered in separate series with three separated series of digits. The first digit indicates the chapter. The second digit or group of digits indicates the section. The third digit or group of digits indicates its sequence within the figures or tables in that section.



00003. NUMBERING OF PAGES. The system for numbering pages indicates the chapter and the page. Each chapter begins with page 1, preceded by the number of the chapter. For example, pages in chapter 1 are numbered 1-1, 1-2, etc., pages in chapter 2 are numbered 2-1, 2-2, etc. Pages in the appendixes are in Arabic numerals preceded by the appendix letter: A-1, B-1.

MCTIM

00004. CHANGES. Changes in the form of page inserts will be issued as required. A brief summary will be published with each change. An arrow symbol (-->) preceding the new or revised portion will be used to indicate the change.

00005. METHOD OF CITATION. Reference to this Manual or to specific paragraphs of this Manual will be as follows:

1. For general reference or for those instances where several paragraphs and/or subparagraphs are to be referenced in the same communication (specific references contained in the body of the communication):

Ref: (a) MCTIM

2. For correspondence and messages. Also used for personnel records and forms except that "reference (a)" is not used. That is, use only MCTIM, paragraph 10101.

Ref: (a) MCTIM, par. 10101  
(b) MCTIM, par. 10101.1  
(c) MCTIM, par. 10101.1a  
(d) MCTIM, par. 10101.1a(1)  
(e) MCTIM, par. 10101.1a(1)(a)

3. For directives:

Ref: (a) MCO P4650.37C, MCTIM, par. 10101.1a

MCTIM

CHAPTER 1

POLICY AND PRINCIPLES

PARAGRAPH PAGE

SECTION 1: GENERAL

PURPOSE AND APPLICABILITY.....	10101	1-3
TRAVEL POLICY.....	10102	1-3
ADMINISTRATION OF TRAVEL.....	10103	1-3
ASSISTANCE IN ADMINISTERING TRAVEL POLICIES.....	10104	1-3
AUDIT OF TRAVEL CLAIMS.....	10105	1-4

SECTION 2: DISCLOSURE OF INFORMATION

INFORMATION.....	10201	1-5
PRIVACY ACT STATEMENT.....	10202	1-5

SECTION 3: RESERVED FOR FUTURE USE

SECTION 4: TRANSPORTATION AND TRAFFIC MANAGEMENT FUNCTIONS

PART A: REFERENCE

REFERENCE.....	10401	1-9
----------------	-------	-----

PART B: PENALTY PAYMENTS

DENIED BOARDING COMPENSATION.....	10411	1-9
VOLUNTARY RELINQUISHMENT OF CONFIRMED RESERVATION.....	10412	1-9

PART C: PROMOTIONAL CAMPAIGNS

AIRLINE MILEAGE OR TRIP ACCUMULATION PROGRAMS.....	10421	1-9
AIRLINE TRAVEL CLUBS.....	10422	1-10
TANGIBLE GIFTS, PRIZES, AND RELATED INCENTIVES.....	10423	1-10
ITEMS OF NOMINAL VALUE.....	10424	1-10

PART D: TRAFFIC MANAGEMENT OFFICER/NONAPPROPRIATED  
FUND CUSTODIAN RESPONSIBILITIES

CONTROLS.....	10431	1-10
RECEIPTS.....	10432	
RETENTION OF TANGIBLE ITEMS.....	10433	1-10

MCTIM

CHAPTER 1

POLICY AND PRINCIPLES

SECTION 1: GENERAL

10101. PURPOSE AND APPLICABILITY

1. Purpose. This Manual provides guidance to commanding and finance officers about the travel allowances payable to members of the uniformed services and also explains how to process travel allowances payable to civilian employees.

2. Relationship to the Joint Federal Travel Regulations. The Joint Federal Travel Regulations (JFTR), volume 1, explains the travel and transportation allowances authorized to be paid for or transportation to be furnished to members of the uniformed services. The JFTR is issued pursuant to Title 37, United States Code. This Manual--

a. clarifies and interprets the JFTR and how it applies to Marine Corps personnel,

b. sets forth provisions that apply to the Marine Corps when the JFTR has given individual military departments the authority to establish these, and

c. provides instructions and administrative procedures on how to process the payment of travel and transportation allowances.

3. Relationship to the Joint Travel Regulations, volume 2. The Joint Travel Regulations, volume 2, explains the basic instructions governing entitlement and payment procedures for travel and transportation allowances authorized for civilian employees of the uniformed services. This Manual explains how to process those payments.

If this Manual should conflict with the JTR or JFTR, those Manuals take precedence.

10102. TRAVEL POLICY. Travel should be directed only for Government business and when it is in the best interest of the Marine Corps. Marines and civilian employees of the Marine Corps traveling on official business should have sufficient funds for all expenses before beginning this travel. These travelers are expected to spend their travel allowances prudently.

10103. ADMINISTRATION OF TRAVEL. The Secretary of the Navy has given the CMC (MM) authority to authorize or approve official travel, and has given the Chief of Naval Operations the authority to designate ships or staffs as operating in an overseas area for a contemplated continuous period of 1 year or more. The Commandant of the Marine Corps controls the official travel of Marines, their dependents, and civilian employees of the Marine Corps

>10104. ASSISTANCE IN ADMINISTERING TRAVEL POLICIES

1. Interpretation of Travel Policy. Requests for travel entitlement determinations and regulation interpretations should be submitted to the DFAS-KC, Directorate for Plans & Policy, Military Pay & Travel Policy Division (MP), Kansas City, MO 64197-0001. These requests must be written, letter, or NAVORAM, and should include as much information and documentation as possible, in addition to the

name and AUTOVON/commercial telephone number of a point-of-contact. Requests for procedural guidance should also be submitted to the DFAS-KC (MP), Kansas City, MO 64197-0001.

2. Travel Advisory Notices. DFAS-KC (MP) will issue travel advisory notices (TAN's), which are a continuing series of information and guidance messages. Inquiries about these TAN's and recommendations on topics which impact on travel for publication should be addressed to the DFAS-KC (MP), Kansas City, MO 64197-0001.

3. Doubtful Travel Claims. Doubtful travel claims which cannot be settled within the Marine Corps must be presented to the U.S. General Accounting Office, Payment Branch-Claims Group, Room 5446 (GCD), Washington, D.C. 20548 via the Marine's commanding officer and the DFAS-KC (EYCT). Doubtful claims involving a retroactive modification of orders should be submitted to the DFAS-KC (EYCT) via the Marine's commanding officer. See chapter 2, section 5.

10105. AUDIT OF TRAVEL CLAIMS. The following organizations ensure the proper administration of and accounting for travel expenses:

1. MCSA (DRM). The MCSA (RMC) examines finance officer's financial returns and issues discrepancy notices of erroneous data to the accountable officer. Prompt action should be taken to correct these discrepancies and to prevent discrepancy action by the GAO.

2. Comptroller General. The Comptroller General of the United States is the head of the General Accounting Office, a civil agency created by law to audit and investigate the financial transactions of the Government.

3. General Accounting Office. The General Accounting Office issues a GAO Form 1100: Notice of Exception against an erroneous, questionable, or improperly substantiated payment. See NavCompt Manual 047427 and 047428 for details.

4. Finance Officer. The finance officer is responsible for paying the vouchers submitted for payment. If a voucher and its supporting documents are not proper, the finance officer may request explanations or further evidence.

CHAPTER 1

POLICY AND PRINCIPLES

SECTION 2: DISCLOSURE OF INFORMATION

10201. INFORMATION. The Privacy and Freedom of Information Acts limit the information that can be disclosed from travel documents and files. (See MCO P5211.2) Each activity must record each time information from a Marine's record is disclosed.

10202. PRIVACY ACT STATEMENT. Include the Privacy Act Statement on all locally reproduced forms (except DD and NAVMC forms), as follows:

(identify the form or questionnaire) - Privacy Statement under the authority of (statute or executive order) information regarding (name) is requested in order to (purpose). The information provided by you will become a permanent part of your (name of record). The information will not be divulged without your written authority to anyone other than (list summary of routine uses as listed in records systems notice). You are (not) required to provide this information; however, failure to do so could result in (action).

MCTIM

CHAPTER 1

POLICY AND PROCEDURES

SECTIONS: RESERVED FOR FUTURE USE

1-7

MCTIM

CHAPTER 1

POLICY AND PRINCIPLES

SECTION 4: TRANSPORTATION AND TRAFFIC MANAGEMENT FUNCTIONS

PART A: REFERENCE

10401. REFERENCE. MCO P4600.7

PART B: PENALTY PAYMENTS

10411. DENIED BOARDING COMPENSATION. Air carriers that fail to furnish space that has been reserved by the Government must pay penalty charges. The circumstances are specified in the air carrier's tariffs, which govern most of the scheduled air carriers in the United States.

1. The air carrier must prepare a check payable to the issuing/requesting command. This applies when the ticket was issued on an SF 1169: U.S. Government Transportation Request (GTR) or when it was paid for in cash. Instructions appear in MCO P4600.7 and MCO 4650.36.

2. Passengers who paid for the ticket in cash must acknowledge receipt of the check, and obtain a copy of that acknowledgment.

3. Passengers must deliver the check, the acknowledgment (if applicable), and the travel claim to the disbursing officer for settlement.

4. Disbursing Officer's Requirements. Credit the collection to the Navy General Fund Receipt Account 171099: Fines, Penalties, and Forfeitures, Not Otherwise Classified. See 41 Comp. Gen. 806.

10412. VOLUNTARY RELINQUISHMENT OF CONFIRMED RESERVATION. Marines should not relinquish their confirmed reserved space if it interferes with official duties. If they do, the following policies apply:

1. The Marine Corps is not responsible for additional travel expenses.

2. The Marine may keep voluntary payments made by the air carrier.

PART C: PROMOTIONAL CAMPAIGNS

10421. AIRLINE MILEAGE OR TRIP ACCUMULATION PROGRAMS. The following policies apply when Marines enroll in mileage accumulation programs that result in a free or discounted travel coupon:

MCTIM

1. Personal travel should not be mixed with official travel. Any bonus received as a result of mixing personal and official travel becomes the property of the Government.
2. Marines must turn in all eligibility certificates to the local traffic management officer. This applies whether they are transferable or cash convertible, and include free or discounted travel coupons.
3. Marines must turn in tickets, even if they are nontransferable and cannot be used by another traveler.

10422. AIRLINE TRAVEL CLUBS. Benefits obtained by a Marine who enters a promotional program sponsored by the airlines may be kept by the Marine. These benefits include free upgrade of service to first class, membership in clubs, and check-cashing privileges.

10423. TANGIBLE GIFTS, PRIZES, AND RELATED INCENTIVES. Public carriers may offer gifts, prizes, and incentives, ranging from tool sets and televisions to travel packages, which include free airline tickets and hotel stays. Marines must turn these, or a statement indicating they have been earned, in to the local traffic management officer or nonappropriated fund custodian.

10424. ITEMS OF NOMINAL VALUE. Marines may keep promotional material such as pens, pencils, note pads, calendars, and other items of nominal value.

PART D: TRAFFIC MANAGEMENT OFFICER/NONAPPROPRIATED FUND CUSTODIAN  
RESPONSIBILITIES

10431. CONTROLS. Administrative and accounting controls should be minimal. These controls should be sufficient so that others will not perceive the traveler as wrongfully accepting gratuities. This violates conflict-of-interest regulations and Comptroller General rulings.

10432. RECEIPTS. Provide the traveler with a simple 'hand receipt' for all coupons, discount certificates, tickets, merchandise, etc., they surrender.

10433. RETENTION OF TANGIBLE ITEMS. Retain tangible items for local use for

1. sports activities,
2. morale/welfare/recreation activities,
3. hospitals, or
4. other local DoD activities.

These items may also be transferred to a nearby Veterans' Administration Health, Education, and Welfare hospital willing to accept them.

MCTIM

CHAPTER 2

GENERAL PROVISIONS

PARAGRAPH                    PAGE

SECTION 4: ORDERS

PART A: TYPES AND FORMS OF ORIGINAL ORDERS

COMPETENT ORDERS.....	20101	2-7
AUTHORIZED FORMS OF ORDERS.....	20102	2-7
TYPES OF ORDERS.....	20103	2-7
ORIGINAL ORDERS.....	20104	2-8
REQUIRED SIGNATURES.....	20105	2-8
COUNTERSIGNATURES.....	20106	2-8
EFFECTIVE DATE OF ORDERS.....	20107	2-9

PART B: ENDORSEMENTS ON ORDERS

ENDORSEMENT ON ORDERS.....	20111	2-9
REPORTING/DETACHING, QUARTERS, AND MESS ENDORSEMENTS.....	20112	2-9
CERTIFICATES AND STATEMENTS.....	20113	2-10
REQUIREMENTS WHEN MARINE ON ACTUAL EXPENSE BASIS.....	20114	2-10

SECTION 2: APPROPRIATION DATA

PERMANENT CHANGE OF STATION.....	20201	2-11
TEMPORARY ADDITIONAL DUTY.....	20202	2-11
MODIFICATION OF ORDERS.....	20203	2-12
TWO FISCAL YEARS INVOLVED.....	20204	2-12

SECTION 3: MISSING SUPPORTING DOCUMENTS

PART A: LOST ORIGINAL ORDERS

MARINE'S STATEMENT.....	20301	2-13
FINANCE OFFICER'S ACTION.....	20302	2-13
>DFAS-KC ACTION.....	20303	2-13

PART B: LOST RECEIPTS

LOST RECEIPTS.....	20311	2-14
--------------------	-------	------

SECTION 4: SETTLEMENT OF CLAIMS WHEN ORDERS  
ARE MODIFIED/CANCELED OR NOT FILED

MODIFIED ORDERS.....	20401	2-15
CANCELED ORDERS.....	20402	2-15
MARINE FAILS/REFUSES TO SUBMIT TRAVEL CLAIM.....	20403	2-16
REIMBURSEMENT OF PREPARATORY TRAVEL EXPENSES WHEN ORDERS ARE CANCELED, MODIFIED, OR REVOKED.....	20404	2-16
REIMBURSEMENT OF NONREFUNDABLE ROOM DEPOSIT.....	20405	2-17

SECTION 5: DOUBTFUL CLAIMS

GENERAL.....	20501	2-21
EXCLUSIONS.....	20502	2-21
SETTLEMENT.....	20503	2-21
DFAS-KC ACTION.....	20504	2-22

MCTIM

	<u>PARAGRAPH</u>	<u>PAGE</u>
>APPEALING DFAS-KC DECISIONS.....	20505	2-22
ADVANCE DECISIONS.....	20506	2-22

SECTION 6: FALSE, FICTITIOUS, OR FRAUDULENT CLAIMS

PART A: GENERAL

GENERAL.....	20601	2-23
PENALTIES/PROCESSING OF FRAUDULENT CLAIMS.....	20602	2-23

PART B: COLLECTION OF FRAUDULENTLY PAID CLAIMS

GENERAL.....	20611	2-23
MARINE'S PAY ACCOUNT SERVICED.....	20612	2-23
MARINE TRANSFERRED.....	20613	2-24
MARINE SEPARATED FROM ACTIVE DUTY.....	20614	2-24

PART C: RECLAIMS

REFERENCE.....	20621	2-24
RECLAIMS.....	20622	2-24

SECTION 7: EXPENDITURES ON OFFICIAL BUSINESS;  
TRAVEL WITHIN/AROUND DUTY STATION

PART A: EXPENDITURES ON OFFICIAL BUSINESS

REIMBURSEMENT.....	20701	2-27
--------------------	-------	------

PART B: TRAVEL WITHIN/AROUND DUTY STATION

REFERENCE.....	20711	2-27
----------------	-------	------

	<u>PARAGRAPH</u>	<u>PAGE</u>
TRAVEL WITHIN/AROUND PERMANENT DUTY STATION .....	20712	2-27
TRAVEL WITHIN/AROUND TEMPORARY DUTY STATION .....	20713	2-27

## SECTION 8: MISCELLANEOUS

RECEIPTS IN FOREIGN CURRENCY.....	20801	2-33
REQUIREMENTS FOR DUAL LODGINGS ON A SINGLE DAY.....	20802	2-33
TRANSPORTATION TO OR FROM CARRIER TERMINALS.....	20803	2-33
MULTIPLE PAYMENT PROCEDURES.....	20804	2-33
SEPARATION BEFORE TRAVEL ADVANCE SETTLED/RECONCILED.....	20805	2-34
SETTLEMENT OF TRAVEL CLAIMS FOR MARINE CORPS PERSONNEL RETURNING TO THE UNITED STATES FROM TOURS OF DUTY WITH THE DEPARTMENT OF STATE AS SECURITY GUARDS.....	20806	2-34

## SECTION 9: SECRET AND CONFIDENTIAL TRAVEL ORDERS

PROCESSING.....	20901	2-37
-----------------	-------	------

## FIGURE

2-4-1 CASH COLLECTION WHEN MARINE'S ORDERS ARE CANCELED.....	2-18
2-4-2 MMPA CHECKAGE WHEN MARINE'S ORDERS ARE CANCELED.....	2-19
2-6-1 CASH COLLECTION OF A FRAUDULENTLY PAID CLAIM.....	2-25
2-6-2 PAA CHECKAGE OF A FRAUDULENTLY PAID CLAIM.....	2-26

2-7-1	DD FORM 1351-2 USED TO CLAIM TRAVEL PERFORMED WITHIN AND AROUND PERMANENT DUTY STATION .....	2-29
2-7-2	SF 1164 USED TO CLAIM REIMBURSEMENT; NOT USED WITH DD FORM 1351-2.....	2-30
2-7-3	SF 1164 USED TO CLAIM REIMBURSEMENT; USED IN CONJUNCTION WITH DD FORM 1351-2.....	2-31
2-8-1	MULTIPLE TRAVEL PAYMENTS LIST TO PAY VARIOUS PAYEES.....	2-35



MCTIM

CHAPTER 2

GENERAL PROVISIONS

SECTION 1: ORDERS

PART A: TYPES AND FORMS OF ORIGINAL ORDERS

20101. COMPETENT ORDERS. The Secretary of the Navy has given the Commandant of the Marine Corps authority to authorize and approve official travel. The Commandant issues all orders directing a permanent change of station, but has delegated the authority to issue orders for temporary additional duty to specified commanders of bases, divisions, wings, and FSSG's. This authority can be redelegated down to the regimental group level when those units must operate independently.

>20102. AUTHORIZED FORMS OF ORDERS. See JFTR, paragraph U2115. Orders must comply with MCO P10006, MCO P1001R.1, and MCO P1900,16.

20103. TYPES OF ORDERS

1. Permanent Change of Station (PCS). PCS orders transfer or assign a Marine from one permanent duty station to another. The following are also considered PCS orders:

- a. From home or place from which ordered to active duty to the first permanent duty station.
- b. From home or place of enlistment to first permanent duty station.
- c. From last station to home or place from which ordered to active duty.
- d. From last station to home upon separation.
- e. Transfer to the temporary disability retired list (TDRL).
- f. Transfer to the Fleet Marine Corps Reserve (FMCR).
- g. Retirement.
- h. Authorized change in home yard or home port of a vessel.

2. Temporary Duty (TDY). TDY orders are issued in conjunction with PCS orders. They assign duty at one or more locations en route to the new permanent duty station.

3. Temporary Additional Duty (TAD). TAD orders are similar to TDY orders. However, the Marine will return to the former permanent duty station TAD orders are generally limited to periods of less than 6 months. See JFTR, paragraph U2145.

MCTIM

4. Blanket. Blanket orders are issued to Marines who regularly and frequently make trips away from their permanent duty station. These orders will be issued following the guidelines in MCO 5050.12.

5. Repeated. Repeat travel orders allow separate round trip journeys away from the permanent duty station to specified locations.

Blanket or repeated orders do not expire upon the Marine's return to the permanent duty station. They remain in effect until the Marine detaches or the time limit specified in the orders expires. See MCO P1000.6.

6. Permissive. Permissive orders authorize individuals to travel at no expense to the Government for travel and per diem. These orders are issued when travel is desirable for the Marine Corps, but the expense is not justified. Such an authorization must contain the following statement:

These orders are issued with the understanding that you will not be entitled to travel and transportation allowances at Government expense in connection with them. If you do not desire to accept these orders under those conditions, the orders are revoked and must be returned for cancellation.

Permissive orders must not be issued in connection with the performance of official business. They must be accepted voluntarily.

20104. ORIGINAL ORDERS. Should include the general requirements specified in MCO's P1000.6, P1900.16, and P100R.1.

20105. REQUIRED SIGNATURES

1. Signatures on orders should comply with SECNAVINST 5216,5.
2. An officer must initial orders bearing the commander's facsimile signature. This officer must be authorized in writing by the commander to use the facsimile signature.
3. Facsimile stamps must be safeguarded and used only for the purpose authorized. The original letter authorizing the use of facsimile stamps should be filed in the headquarters of the issuing command. Copies should not be sent to CMC.

20106. COUNTERSIGNATURES

1. When travel is performed upon receipt of a movement order, Marines may be issued countersigned copies of the original orders.
2. These original orders must be issued by or by the direction of competent authority. Additionally, they should contain a statement indicating the following:

Copies of the original orders that have been countersigned and delivered by the officer the issued to constitute original orders to those individuals of their command or in their charge.

MCTIM

3. Countersignatures should be made following the instructions in the SECNAVINST 5216.5.

20107. EFFECTIVE DATE OF ORDERS. The effective date of orders is the date the Marine should begin travel in order to comply with the orders. Allowable traveltime is the number of days allowed for official travel and is determined after the travel has been completed. Delay en route includes that portion of time between stations not authorized as proceed and/or traveltime. Delay is charged as leave. Note that release from active duty orders become effective on the date of release from duty.

PART B: ENDORSEMENTS ON ORDERS

20111. ENDORSEMENT ON ORDERS. Endorse the Marine's original orders whenever a travel advance is paid or a travel claim is settled.

1. This endorsement must include the date and amount paid, the voucher number, and the DSSN. The endorsement should indicate whether it is an advance or settlement.

2. The following is a sample of an endorsement stamp which can be used to annotate advances or payments/checkages on settlements. This stamp can be used for either PCS or TAD travel:

DISBO	DATE	_____
SETTLEMENT/ADVANCE PCS/TAD		
DSSN	_____	
FROM	TO	_____
PCS/TAD MALT	MODE	_____
PER DIEM	NO. DAYS	_____
DEPN TRAVEL		_____
DLA		_____
MISC EXPENSE		_____
LESS PREVIOUS PAYMENT		_____
TOTAL		_____
CHECKED MMPA	_____	
DISBURSING DIARY DATED		_____
CASHCOLL	CV	_____
DOV	DISBURSING OFFICER	_____
	BY:	_____

3. After endorsing, return the original orders to the Marine with a copy of the voucher on which the advance/settlement was made.

20112. REPORTING/DETACHING, QUARTERS, AND MESS ENDORSEMENTS

1. Marine Corps commands will use the [NAVMC 11118](#): Reporting/Detaching, Quarters, and Mess Endorsement, as required by MCO's P1000.6 and 10110.33. Instructions on how to complete the form are provided on the back of it. However, part I of the form does not need to be completed.

2. Marines in the accession pipeline, those performing field or sea duty, or those performing duties specified in MCO 7220.51 may be provided subsistence at no cost, when available. If subsistence is available at no cost, the following statement must be placed in the remarks section of the NAVMC 11118:

REMARKS (Contain on separate sheet if necessary)

Subsistence was provided at no cost.

This information is required so the Marine's per diem and subsistence allowance can be determined correctly.

3. No additional statements are required from the TAD/TDY station when a Marine's orders state that use of Government quarters or messing would

- a. adversely affect the mission, or
- b. be impractical because of duty requirements.

4. No reporting/detachment endorsements are required if the Marine's travel itinerary, dates, and modes of travel are included in the basic order, and there is no requirement to report to the appropriate commander at the TAD site(s) (nonreporting orders).

20113. CERTIFICATES AND STATEMENTS. Follow the instructions in the JFTR, paragraph U4405, in obtaining supporting statements concerning use of Government quarters and messing facilities.

20114. REQUIREMENTS WHEN MARINE ON ACTUAL EXPENSE BASIS. The Marine's commanding officer must provide a statement supporting reimbursement on an actual expense basis.

## CHAPTER 2

## GENERAL PROVISIONS

## SECTION 2: APPROPRIATION DATA

20201. PERMANENT CHANGE OF STATION. The CMC funds PCS travel, to include TDY en route if it is an integral part of the PCS. The Commandant issues MCO P7301.104, Accounting Under the Appropriations "Military Personnel, Marine Corps" and "Reserve Personnel, Marine Corps," which contains the appropriation data to be charged.

1. Action. Enter the appropriation data found in MCO P7301.104 on the original and all copies of the PCS orders.
  - a. Charge the appropriation current on the date the Marine is detached.
  - b. Cite the appropriation data for both fiscal years in the orders when TAD en route is funded from the O&MMC appropriation and when more than 1 fiscal year is involved.

2. Incorrect Appropriation Data Cited in PCS Orders

- a. If any element (e.g., subhead, object class, cost code, etc.) of the appropriation data is wrong on the PCS orders, change it using a pen with black or blue-black ink. Modification to the PCS orders is not required.

- b. If an advance was paid under an incorrect appropriation cite both the erroneous and the correct data on the settlement voucher--the erroneous data as a TTC "1K" credit, the corrected data as a TTC

EXAMPLE: Subhead "2750" for PCS accession travel was used to pay an advance MALT payment when subhead "2752" for operational travel between duty stations within CONUS should have been used. The appropriation data block of [DD Form 1351](#) or [1351-2](#) should read as follows for this example:

```
1721105.2750 021 43690/000027 1K 000000 000434564773 $131.00CR
1721105.2752 021 43690/0 000027 2D 000000 000000074123 $137.41
```

20202. TEMPORARY ADDITIONAL DUTY. The command that will benefit from the TAD will fund the TAD travel. Before issuing orders to personnel under their respective jurisdiction, commanding officers must be sure that their command has received an allotment to pay for these orders. If not, the commanding officer must obtain authorization from the requesting office or the CMC (MMOS), as appropriate.

1. Action. Enter the appropriation data, obtained from the cognizant activity directing the travel, on the original and all copies of the TAD orders.
  - a. List the estimated costs for per diem, miscellaneous expenses, and transportation separately. See the NavCompt Manual, volume 2.

## MCTIM

b. If the travel is funded by a different authority, charge these orders to the cognizant activity appropriation and bureau control number for the expense of the travel, and refer to the authorizing document. (These orders will be obligated and liquidated at the activity level.) Send a copy of these orders to the activity whose appropriation has been charged.

>20203. MODIFICATION OF ORDERS. When a Marine's orders are modified while in a travel status and the chargeable appropriation for travel is changed, charges against the first appropriation will cease the day before the Marine's revised orders become effective. In such cases, the appropriation chargeable under the revised orders is not required to reimburse the appropriation chargeable under the preceding orders for travel expenses incurred before the effective date of the revised orders. Claims involving a retroactive modification of orders should be sent to the DFAS-KC (EYCT) via the order-issuing authority for processing.

### 20204. TWO FISCAL YEARS INVOLVED

1. Operations and Maintenance Appropriations (O&M). If the travel, per diem, and miscellaneous expenses are chargeable to O&M funds, charge the fiscal year the allowances accrue. For example, if travel began 29 September 1985 and ended 3 October 1985, 29 and 30 September would be charged to fiscal year 1985, and 1 through 3 October charged to fiscal year 1986.

#### 2. Transportation Expenditures

a. Appropriation Chargeable. Charge transportation expenses to the fiscal year in which the services were purchased.

b. Bulk Ticket Exchanges. Bulk tickets must be returned to the carrier for reissue before they expire. Carriers credit these tickets toward the next bulk purchase, extending the life of these previously purchased tickets. When this exchange does not occur in the same fiscal year of the initial purchase, the original purchasing accounting data does not need to be adjusted, unless the price of the tickets has changed. In this case, charge the difference, and only the difference, to the fiscal year the exchange is made. Bulk ticket purchases may result in unused tickets being on hand at the end of a fiscal year.

3. Monetary Allowance in Lieu of Transportation (MALT). Charge MALT for TAD to the fiscal year in which the travel for each leg of the journey began. Charge MALT for PCS to the fiscal year in which the change of station began.

#### 4. Travel Order Numbers

a. When Marines travel under group travel orders or when multiple address orders have been issued, show a separate travel order number (standard document number, TANGO number, or travel order authorization number), and a separate complete line of accounting data in the orders for each travel order number.

b. List the travel order number and estimated costs applicable to each traveler opposite the traveler's name.

CHAPTER 2

GENERAL PROVISIONS

SECTION 3: MISSING SUPPORTING DOCUMENTS

PART A: LOST ORIGINAL ORDERS

>20301. MARINE'S STATEMENT. If the Marine's original orders have been lost, the Marine must include a statement similar in content to the following in the REMARKS section of the travel claim, and sign beneath it:

I certify that my original orders have been lost or destroyed, that I have not submitted a prior claim, and that, if the original orders are located, I will not submit a further claim.

I further certify that I did/did not receive a travel advance in connection with these orders. (If an advance was received, the following information must be provided:  
Amount \_\_\_\_\_ Date \_\_\_\_\_ Where received \_\_\_\_\_)

20302. FINANCE OFFICER'S ACTION. The finance officer receiving a travel claim involving lost original orders will take the following actions:

1. Review the claim to ensure all required supporting documents have been submitted. Supporting documentation includes three copies of the Marine's orders and original or copies of any other supporting documents (receipts, etc.). Copies of the orders or any appropriate certification covering the directed travel involved may be obtained from the Order-issuing activity. In some instances, a copy may be found in the Marine's service record book.
2. Verify whether the traveler received any previous advances or payments, or was furnished any Government transportation by obtaining a statement from the finance officer servicing the Marine at the previous permanent duty station or TAD site. To expedite the settlement process, this may be achieved by telephone. Written verification should follow and be retained with the lost original orders claim.
3. Make payment/collection as appropriate. No prior approval from the DFAS-KC (EYCT) is necessary. Before doing so, however, review the listing discussed in paragraph 4, below, to ensure previous claim has not been paid locally.
4. Maintain a listing with the record of payment of lost original orders travel claims.
  - a. Include the Marine's SSN, rank, date of travel, type of travel, itinerary, DOV number, and the amount of payment.
  - b. Retain the listing for the current year, plus 2 calendar years.
  - c. Once a week, submit this listing under a document transmittal letter to the DFAS-KC (EYCT), Kansas City, MO 64197-0001.

20303. DFAS-KC ACTION. The DFAS-KC (EYCT) will take the following actions;

1. Maintain a centralized file of all liquidated lost original orders claims submitted by finance officers.

MCTIM

2. Maintain this file for the current year plus 6 calendar years.
3. Upon receipt of listing from a finance officer, verify to see if previous payment/settlements have been made. If a previous payment or settlement had been made, notify the appropriate finance officer to immediately begin collection efforts for the full amount of the duplicate settlement.

PART B: LOST RECEIPTS

20311. LOST RECEIPTS, If a required receipt has been lost, the Marine must sign a statement showing the specific data that would have been shown on the original receipt and attach this statement to the claim. For example, a lost lodging receipt must include the complete name, address, and phone number of the place of lodging, dates of occupancy, and number of occupants. If occupied jointly by the claimant and a person(s) not under official orders, the single room rate plus taxes must be included.

2-14  
Ch 1

CHAPTER 2

GENERAL PROVISIONS

SECTION 4: SETTLEMENT OF CLAIMS WHEN ORDERS ARE  
MODIFIED/CANCELED OR NOT FILED

20401. MODIFIED ORDERS. If a Marine's orders are modified, take one of the following actions:

1. More Due the Marine. If the Marine is entitled to and wishes to be paid a greater amount than originally advanced, pay the additional amount, following the instructions in chapter 3, section 2, for PCS travel or chapter 8, section 2 for TAD.

2. Less Due the Marine. If the Marine is entitled to less than the amount originally advanced, do not collect the unentitled portion until final settlement of the claim.

a. At that time, the unearned portion may be recouped by cash collection or by checking the MMPA.

b. Make sure the correct fiscal year appropriation data is cited in the orders and the advance payment and final settlement are charged accordingly.

20402. CANCELLED ORDERS

1. The commanding officer will notify the finance office when a Marine's orders have been canceled. Allow the Marine 10 calendar days from the day of cancellation to submit a claim. (If the Marine fails to submit a claim within that time, check with the commanding officer to see if circumstances may have prevented it (e.g., Marine was en route when orders were canceled, etc.)). Otherwise, follow the procedures in paragraph 20403.

2. When the claim is submitted, recoup the total unearned portion of the advance. (Orders are considered effective when they are received by the Marine. Any travel performed by the Marine or by the Marine's dependents, or any transportation of household goods or a mobile home that had begun or been completed before the Marine's orders were canceled or modified should be considered when determining entitlement to travel and transportation allowances.) Use one of the following methods.

a. Cash Collection. If the Marine repays the excess advance in cash, use a [NAVCOMPT Form 2277](#): Voucher for Disbursement and/or Collection, instead of the claim form, to show that the funds have been collected. (See figure 2-4-1.) Submit it with the financial returns to make sure the recoupment is credited to the correct appropriation.

> b. MMPA Checkage. If the amount cannot be recouped by cash collection, check the Marine's pay account by reporting the disbursing diary statement (TTC 542) shown in paragraph 140103. (This TTC statement will activate the delayed checkage process.)

> c. In either instance, prepare a [NAVMCOMPT Form 2277](#) or [DD Form 1351](#) to make sure the equipment is credited to the correct appropriation. (See figure 2-4-2.) Submit it with the financial returns

20403. MARINE FAILS/REFUSES TO SUBMIT TRAVEL CLAIM. The commanding officer will inform the finance officer if a Marine does not submit a travel claim within 10 working days after reporting/returning for duty or after the Marine's orders are canceled. The commanding officer will instruct the finance officer to recoup the total amount of the advance. Take one of the following actions:

1. Cash Collection, Prepare a [NAVMCOMPT Form 2277](#): Voucher for Disbursement and/or Collection, similar to that shown in figure 2-4-1, to show that the funds have been collected. Submit it with the financial returns to make sure the recoupment is credited to the correct appropriation.

2. MMPA Checkage. If the advance cannot be recouped by cash collection,

a. check the Marine's pay account by reporting the disbursing diary statement (TTC 542) shown in paragraph 140103, and

b. prepare a [NAVMCOMPT Form 2277](#), similar to that in figure 2-4-2. Submit it with the financial returns to make sure the recoupment is credited to the correct appropriation.

20404. REIMBURSEMENT OF PREPARATORY TRAVEL EXPENSES WHEN ORDERS ARE CANCELED, MODIFIED OR REVOKED. See the JFTR, paragraph U4539. A claim for reimbursement of miscellaneous preparatory travel expenses will be submitted on a [DD Form 1351-2](#): Travel Voucher or Subvoucher. Complete the applicable blocks of the [DD Form 1351-2](#) in the manner described in paragraph 80311 if the Marine was in a travel status. If the orders were canceled before the Marine entered a travel status, complete only the Heading, as applicable; item 5, as shown below; and item 14.

5. REIMBURSABLE EXPENSES/CHARGE FOR DEDUCTIBLE MEALS (See Item 24)				
Date	Name and explanation	Amt. Claimed	Allowed	
15 Aug 89	Travelers Checks	\$10.00		
	Passport	\$10.00		SUMMARY OF PAYMENT
	Visa Fee	\$5.00		Per Diem
				Actual Expense

The claim will be substantiated by:

1. An endorsement from the order-issuing authority stating the orders are revoked, canceled, or modified for reasons beyond the control of the Marine.
2. Receipts, as applicable.

20405. REIMBURSEMENT OF NONREFUNDABLE ROOM DEPOSIT

1. General. Reimbursement of a nonrefundable advance room deposit is authorized when a Marine's orders to temporary duty are revoked, canceled, or modified for reasons beyond the control of the Marine or because of early completion or termination of the assignment (60 Comp. Gen. 630 refers). Reimbursement will not exceed the amount of per diem/actual expense authorized for the number of days covered by the nonrefundable deposit. Some examples of when nonrefundable room deposits are reimbursable are;

Example 1: A Marine scheduled for an extended temporary duty assignment made a nonrefundable \$150 deposit to lease an apartment. Before the start of the temporary duty assignment, the temporary duty orders were canceled. The reimbursement authorized is \$150.

Example 2: A Marine scheduled to perform temporary duty for the period 7 through 12 September obtains lodgings and pays the total lodgings cost of \$175 (\$35 per night) in advance. On 10 September, the temporary duty orders were modified to immediately cancel the remainder of the temporary duty. If the Marine is unable to obtain a refund of the advance room deposit paid for 10 and 11 September, the amount reimbursable is \$70 (\$35 x 2).

Reimbursement is authorized for the advance room deposit paid covering the period when the were not occupied due to the change in the orders. (59 Camp. Gen. 612 refers.)

2. Substantiation. A claim for reimbursement of a nonrefundable room deposit will be submitted on a [DD Form 1351-2: Travel Voucher or Subvoucher](#). Complete the applicable blocks of the [DD Form 1351-2](#) in the manner described in paragraph 80311 if the Marine was in a travel status. If the orders were canceled before the Marine entered a travel status, complete only the Heading, as applicable; item 5, as shown below; and item 14.

5. REIMBURSABLE EXPENSES/CHARGE FOR DEDUCTIBLE MEALS (see item 24)				
Date	Nature and Explanation	Allowed Claimed	Allowed	
5 Sep 89	Nonrefundable room deposit for	\$150.00		
	the period to			SUMMARY OF PAYMENT
	Orders Canceled			Per Diem
				Actual Expense

The claim will be substantiated by:

a. An endorsement from the order-issuing authority stating the temporary duty orders are revoked, canceled, or modified for reasons beyond the control of the Marine.

b. A receipt indicating the amount and the dates covered by the advance room deposit.

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VOUCHER FOR DISBURSEMENT AND/OR COLLECTION: NAVCOMPT FORM 2377 (MPT) (2-81) SW 0104-LE-702-2776										Page 1 of	Pages
1. Purpose DISB. <input type="checkbox"/> COLLECT <input checked="" type="checkbox"/>		2. Date 890718		3. Reference Document No.			4. Bill Number		5. Voucher No. CV 11009		
6. FROM:						7. PAID BY: CHECK NO.					
8. TO: Mazine Corps Finance Center Consolidated Disbursing Division Kansas City, MO 64197-0001											
9. ARTICLES, SERVICES OR ITEMS											
A. INVOICE OR ORDER NO.	B. DATE OF DELIVERY/SERVICE	C. DESCRIPTION (REMITTER, EXPLANATION, DETAILS, ETC.)					D. QUANTITY	E. UNIT PRICE COST PER		F. AMOUNT	
		BROWN, R. W., Capt 093 47 9867 Refund TA PD on DOV #73496 dtd 890718 Sym 9999 Acct J. M. O'Brien								\$175.70	
9. DISCOUNT TERMS										H. TOTAL \$175.70	
10. TYPE OF PAYMENT OR BILL: COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE <input type="checkbox"/>											
11. ACCOUNTING CLASSIFICATION TO BE CREDITED (COLLECTION)											
A. ACRN	B. APPROPRIATION	C. SUB-HEAD	D. OBJ. CLASS	E. BUREAU CONTROL	F. SA	G. AAA	H. FT	I. PAA	J. COST CODE	K. AMOUNT (U.S. CURRENCY ONLY)	
	17-1105	2705	021	41690	0	000027	1K	000000	000093479867	\$175.70	
12. DEDUCTIONS											
A. ACRN	B. TRANSPORTATION	C. DISCOUNT	D. TAX	E. RESERVE	F. MISCELLANEOUS	G. TOTAL FOR ACRN (U.S. CURRENCY ONLY)					
*Show appropriation data exactly as cited on the advance											
H. CURRENCY: EXCHANGE RATE = \$1.00 I. TOTAL DEDUCTIONS											
13. ACCOUNTING CLASSIFICATION TO BE CHARGED (DISBURSEMENT)											
A. ACRN	B. APPROPRIATION	C. SUB-HEAD	D. OBJ. CLASS	E. BUREAU CONTROL	F. SA	G. AAA	H. FT	I. PAA	J. COST CODE	K. AMOUNT (U.S. CURRENCY ONLY)	
L. TOTAL NET AMOUNT TO BE PAID (BLOCK 9-H MINUS BLOCK 12-I)											
14. INSPECTION REPORT NOS						15. GOVT BAL NOS					
16. APPROVED BY: J. M. OBRIEN 890718 (DATE) TITLE: LTCOL, USMC						17. CERTIFIED BY: _____ _____(DATE) TITLE: _____					
18. PAYMENT RECEIVED: PAYEE: PER: TITLE:											

Figure 2-4-1.--Cash Collection When Marine's Orders are Canceled.

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VOUCHER FOR DISBURSEMENT AND/OR COLLECTION-NAVCOMPT FORM 2277 (BPT.) (2-81) S/N 0104-LF-702-2770										Page 1 of		Pages	
1. Purpose DISB. <input type="checkbox"/> COLLECT <input checked="" type="checkbox"/>		2. Date 890818		3. Reference Document No.			4. Bill Number		5. Voucher No. 12345				
6. FROM: MCRD, San Diego, CA							7. PAID BY: CHECK NO.  <b>PAID STAMP</b>						
8. TO: [ Marine Corps Recruit Depot San Diego, CA ]													
9. ARTICLES, SERVICES OR ITEMS													
A. INVOICE OR ORDER NO.	B. DATE OF DELIVERY/SERVICE.	C. DESCRIPTION (REMITTER, EXPLANATION, DETAILS, ETC.)	D. QUANTITY	E. UNIT PRICE		F. AMOUNT							
				COST	PER								
		To register pay account checkage of travel advance made to E. T. JONES, Sgt, USMC, due to orders being canceled. Advance paid on DOV#54321 DSSN 7698 on 890731.  Charge MMPA on disbursing diary dtd 890818 DSSN 6798				\$150.00							
G. DISCOUNT TERMS						H. TOTAL \$150.00							
10. TYPE OF PAYMENT OR BILL: COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE <input type="checkbox"/>													
11. ACCOUNTING CLASSIFICATION TO BE CREDITED (COLLECTION)													
A. ACRN	B. APPROPRIATION	C. SUB-HEAD	D. OBJ. CLASS	E. BUREAU CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT (U.S. CURRENCY ONLY)			
	17*1105	2750	021	41690	0	000027	1K		000491326713	\$150.00			
12. DEDUCTIONS													
A. ACRN	B. TRANSPORTATION	C. DISCOUNT	D. TAX	E. RESERVE	F. MISCELLANEOUS		G. TOTAL FOR ACRN (U.S. CURRENCY ONLY)						
	*Show appropriate fiscal year												
H. CURRENCY:						EXCHANGE RATE = \$1.00			I. TOTAL DEDUCTIONS				
13. ACCOUNTING CLASSIFICATION TO BE CHARGED (DISBURSEMENT)													
A. ACRN	B. APPROPRIATION	C. SUB-HEAD	D. OBJ. CLASS	E. BUREAU CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT (U.S. CURRENCY ONLY)			
	17*1105	2702	011	12691	0	000027	2I		000000071130	\$150.00			
L. TOTAL NET AMOUNT TO BE PAID (BLOCK 9-H MINUS BLOCK 12-I)													
14. INSPECTION REPORT NOS:						15. GOV'T B/L NOS:							
16. APPROVED BY _____ TITLE _____ (DATE)						17. CERTIFIED BY <u>A.B. CHARLES</u> <u>890818</u> TITLE <u>LTCOL, USMC</u> (DATE)							
18. PAYMENT RECEIVED: PAYEE- PER- TITLE-													

Figure 2-4-2.--MMPA Checkage When Marine's Orders are Canceled.



CHAPTER 2

GENERAL PROVISIONS

SECTION 5: DOUBTFUL CLAIMS

20501. GENERAL. Doubtful claims include those claims

1. where an entitlement is in question,
2. involving a retroactive modification/correction of orders,
3. of former Marines,
4. involving lost original orders (see section 2, also), or
5. submitted on behalf of a deceased Marine for entitlements due but not paid before death.

20502. EXCLUSIONS

1. Claims involving a prior fiscal year and claims based on orders that were modified before travel began are not considered doubtful. These claims should be settled locally.
2. Clarifying information obtained after the entitlements accrued does not constitute doubt, either. Examples of this information are information that does not change the right to an entitlement or that clarifies an issue not clearly stated in the orders, such as the appropriation to be charged.

20503. SETTLEMENT. When a Marine's claim for settlement of travel and transportation allowances is in doubt, pay that portion of the claim not in doubt. Then, take the following actions:

1. Complete as much of the travel claim and covering payment voucher, if used, as possible. Place the following statement on the front of the payment voucher:

OUTSTANDING TRAVEL ADVANCE(S) ACCORDING TO ENDORSEMENTS ON ORIGINAL ORDERS \$ _____
--

2. In the miscellaneous memorandum section of the Marine's pay record, summarize the circumstances creating doubt and enter the date the claim was submitted.

>3. Submit the claim and covering payment voucher to the DFAS-KC (EYCT), Kansas City, MO 64197-0001 for processing. Include the following supporting documents:

- a. The original and two copies of the Marine's orders, including supporting documents.
- b. An explanation concerning the questionable nature of the claim.
- c. A statement in the letter of transmittal similar to the following:

I have not made payment and will not make payment unless authorized by competent authority.

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4. Claims involving retroactive modification or retroactive correction of orders must be forwarded to the General Accounting Office via your commanding officer and the DFAS-KC (EYCT). GAO's address is provided in paragraph 20504.2. The commanding officer (order-issuing authority) is responsible for providing the facts and circumstances relating to the issuance of orders involved.

>20504. DFAS-KC ACTION

1. The DFAS-KC (EYCT) may settle the claim or return it to the originating finance officer for liquidation after determining the validity of questionable entitlements.

2. The DFA-KC will forward claims to the General Accounting Office if a question as to its validity still exists. The address is as follows:

General Accounting Office  
Payment Branch - Claims Group  
Room 5446 (GGD) -- if doubtful portion not yet settled  
Room 5046 (GGD)-- if doubtful portion previously settled  
Washington, DC 20548

> 20505. APPEALING DFAS-KC DECISIONS. Determinations made by the DFAS-KC (EYCT) may be appealed by the finance officer or the Marine concerned. These must be forwarded to the GAO following the guidelines of paragraph 10104.3.

20506. ADVANCE DECISIONS. A finance officer may present claims involving questionable allowances to the Comptroller General for an advance decision of entitlements due. Review the NavCompt Manual, paragraph 041322-2 before submitting a request for an advance decision to the Comptroller. The Comptroller will not answer inquiries (1) if a payment has already been made or (2) about a hypothetical case.

1. Prepare a cover letter. Include information concerning the questionable point. Attach this letter to the signed completed claim form and supporting documents.

2. Forward the letter and enclosures from the finance officer to:

Comptroller General of the United States  
General Accounting Office  
Washington, DC 20548

via:

- a. the DFAS-KC (EYCT),
- b. the Commandant of the Marine Corps (MPP)-for Marines, (MPC) for civilian employees, and
- c. the Chairman, Per Diem, Travel and Transportation Allowance Committee.

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CHAPTER 2

GENERAL PROVISIONS

SECTION 6: FALSE, FICTITIOUS, OR FRAUDULENT CLAIMS

PART A: REFERENCE

20601. GENERAL. See JFTR, paragraph U2505. (57 Comp. Gen. 664,59 Comp. Gen. 99,61 Comp. Gen. 399)

20602. PENALTIES/PROCESSING OF FRAUDULENT CLAIMS

1. The NavCompt Manual, paragraph 041357, explains the penalty for submitting a false, fictitious, or fraudulent claim. It explains how to handle unpaid and paid claims, as well as reclaims; how to determine if a claim is fraudulent; what action to take when a suspected fraudulent claim is presented for payment; report requirements; and the accountability of amounts erroneously paid due to fraud.

2. Do not return a claim suspected of fraud to the Marine for resubmission.

PART B: COLLECTION OF FRAUDULENTLY PAID CLAIMS

20611. GENERAL. If an advance had been paid or an improper payment has already been made, the finance officer who made final settlement on the claim should make sure the actions described in the following paragraphs are taken.

20612. MARINE'S PAY ACCOUNT SERVICED

1. Recoup the amount in question using one of the following methods:

a. Cash Collection. Collect cash from the Marine whenever possible. Use a [NAVCOMPT Form 2277](#) Voucher for Disbursement and/or Collection, as shown in figure 2-6-1, to show that the funds have been collected. Be sure to include;

- (1) the reason for the collection,
- (2) the DOV number on which the claim was paid,
- (3) the date of the DOV,
- (4) the DSSN,
- (5) the amount of the collection, and

(6) complete appropriation data to which the collection is to be credited.

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b. MMPA Checkage Check the Marine's pay account using the finance diary statement shown in paragraph 140103. Include a history statement containing the information shown above. For example:

HIST: CHECKAGE RESULT OF FRAUDULENT PAID CLAIM ON DOV 27419  
DTD 890530 BY DSSN 6187

2. Forward the complete investigative file or a detailed chronology of the manner of discovery to the Marine's commanding officer; include a statement of the collection action.

20613. MARINE TRANSFERRED

1. Prepare a [DD Form 139](#): Pay Adjustment Authorization (PAA), as shown in figure 2-6-2. Include the following information:

- a. the circumstance of fraud,
- b. the DOV number on which the claim was paid,
- c. the date of the DOV, and
- d. the DSSN.

>2. Forward the original PAA to the DFAS-KC (JE) for checkage of the Marine's account. The DFAS KC will take the following actions

3. Check the Marine's pay account using the disbursing diary statement shown in paragraph 140102. Include a history statement containing the information shown above. (See paragraph 20612. 1b for an example.)

4. Forward the complete investigative file or a detailed chronology of the manner of discovery to the Marine's commanding officer; include a statement of the collection action taken.

5. Forward a copy of the Marine's PAA to the Marine's new finance officer.

>20614. MARINE SEPARATED FROM ACTIVE DUTY. Forward the complete investigative file or a detailed chronology of the manner of discovery to the DFAS-KC (EYCT).

PART C: RECLAIMS

20621. REFERENCE. Navcompt Manual, paragraph 041357, and 57 Comp. Gen. 664.

20622. RECLAIMS. The Marine may file another claim ('reclaim') when part or all of the claim has been determined to be fraudulent and is denied. This reclaim may be for any or all of the denied amount, to include any portion that has been recouped. The Marine must forward the reclaim through the appropriate channels to the General Accounting Office (GAO) for settlement. Those channels shall attach all reports and recommendations.

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VOUCHER FOR DISBURSEMENT AND/OR COLLECTION-NAVCOMPT FORM 2277 (SPT.) (2-81) S/N 0104-LF-702-2770										Page 1 of	Pages	
1. Purpose DISB. <input type="checkbox"/> COLLECT <input checked="" type="checkbox"/>		2. Date 890807		3. Reference Document No.			4. Bill Number		5. Voucher No. C28531			
6. FROM:						7. PAID BY: CHECK NO.						
8. TO: { Disbursing Office MCB Camp Pendleton, CA 92055-5000 }												
9. ARTICLES, SERVICES OR ITEMS												
A. INVOICE OR ORDER NO.	B. DATE OF DELIVERY/SERVICE	C. DESCRIPTION (DEBITTER, EXPLANATION, DETAILS, ETC.)				D. QUANTITY	E. UNIT PRICE COST PER		F. AMOUNT			
		STAFFORD, Eli A., Sgt 129 46 5211, USMC, HQCO, HQBN, MCB, Camp Pendleton, CA  Collection as a result of fraudulent paid claim on DOV 27419, dtd 890731 by DSSN 6187							\$269.13			
G. DISCOUNT TERMS										H. TOTAL \$269.13		
10. TYPE OF PAYMENT OR BILL: COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE <input type="checkbox"/>												
11. ACCOUNTING CLASSIFICATION TO BE CREDITED (COLLECTION)												
A. ACRN	B. APPROPRIATION	C. SUB-HEAD	D. OBJ. CLASS	E. BUREAU CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT (U.S. CURRENCY ONLY)		
	17*1105	2753	021	44690	0	000027	2D	000000	000000074125	\$269.13		
12. DEDUCTIONS												
A. ACRN	B. TRANSPORTATION	C. DISCOUNT	D. TAX	E. RESERVE	F. MISCELLANEOUS	G. TOTAL FOR ACRN (U.S. CURRENCY ONLY)						
	*Show appropriate fiscal year											
H. CURRENCY:						EXCHANGE RATE		= \$1.00		L. TOTAL DEDUCTIONS		
13. ACCOUNTING CLASSIFICATION TO BE CHARGED (DISBURSEMENT)												
A. ACRN	B. APPROPRIATION	C. SUB-HEAD	D. OBJ. CLASS	E. BUREAU CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT (U.S. CURRENCY ONLY)		
L. TOTAL NET AMOUNT TO BE PAID (BLOCK 9-H MINUS BLOCK 12-1)												
14. INSPECTION REPORT NOS:						15. GOVT B/L NOS:						
16. APPROVED BY <u>A. B. CHARLES</u> <u>890807</u> TITLE <u>LTCOL, USMC</u> (DATE)						17. CERTIFIED BY _____ _____ (DATE) TITLE _____						
18. PAYMENT RECEIVED: PAYEE- PER- TITLE-												

Figure 2-6-1.--Cash Collection of a Fraudulently Paid Claim.

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PAY ADJUSTMENT AUTHORIZATION			NOTE: If member has been transferred, forward this authorization to the officer currently maintaining the member's pay record.			
MEMBER (Last Name) (First) (Middle) STAFFORD ELI A.			FILE/SERVICE NO. 129465211	GRADE/RANK/RATE SGT	BRANCH OF SERVICE USMC	DATE 890801
PAY GRADE NO. E5	LAST PAY RECORD EXAMINED (if applicable) N/A	AMOUNT \$269.13	APPROPRIATION DATA 1791105.2753 021 44690 0 000027 2D 000000 0000000 74125			
FROM Disbursing Officer Marina Corps Base Camp Pendleton, CA 92055-6000			NAME OF ACCOUNTABLE D.O. LTCOL A. B. CHARLES			
			SYMBOL NO. 6187	G.A.O. EXCEPTION CODE N/A		
TO Commanding Officer Marina Corps Finance Center Kansas City, MO 64197-0001			YOU ARE HEREBY AUTHORIZED TO <input checked="" type="checkbox"/> CHARGE <input type="checkbox"/> CREDIT THE MILITARY PAY RECORD OF THE MEMBER LISTED ABOVE			
EXPLANATION AND/OR REASON FOR ADJUSTMENT						
<p>Checkage of MPPA required as a result of fraudulent paid claim on DOV 27419 dtd 890731 by DSSN 6187.</p> <p>Credit checkage to above cited appropriation.</p>						
The above adjustment is based on a thorough examination of all available records. If the Disbursing Officer has knowledge that a previous adjustment has been made or why the adjustment should not be made for the same item, this authorization should be returned with a brief statement of the reason for failure to make the adjustment.						
FROM			CERTIFYING OFFICER (name, rank/grade, and signature) A. B. CHARLES, LTCOL USMC BY:			
I CERTIFY that the adjustment indicated above has been entered on the above-named members's Military Pay Record (if adjustment has not been entered, give explanation on reverse over D.O.'s signature and symbol number.)						
<p>[</p> <p>]</p>			TYPED NAME AND GRADE OF D.O.			
			D.O. SYMBOL NO.		DATE	
			SIGNATURE			

FORM 139 (SPT) REPLACES DD FORM 118, 1 OCT 49; DD FORM 139, 1 JAN 49; NAV 5 AND A FORMS 540, 541, AND 542  
1 May 53 NAVMC 6980SD AND NAVMC 819-SD. ALL OF WHICH MAY BE USED UNTIL STOCKS ARE EXHAUSTED.  
SN 0101-8002800

Form approved by  
Comp Gen., U.S.  
April 23, 1953

Figure 2-6-2.--PAA Checkage of a Fraudulently Paid Claim.

## CHAPTER 2

### GENERAL PROVISIONS

#### SECTION 7: EXPENDITURES ON OFFICIAL BUSINESS; TRAVEL WITHIN/AROUND DUTY STATION

##### PART A: EXPENDITURES ON OFFICIAL BUSINESS

20701. REIMBURSEMENT. Marines must prepare an [SF 1164](#): Claim for Reimbursement for Expenditures on Official Business to claim reimbursement for travel within and around the permanent duty station. The Marine must list expenses by date, item, and amount, and explain the nature of the expenses. The commanding officer will furnish the complete accounting data. The Marine will sign the original form, the authorizing officer must approve it. The original, plus two copies, can then be forwarded to the disbursing officer for payment. If a disbursing officer is not available to pay the claim, the claim may be submitted to an imprest fund cashier.

##### PART B: TRAVEL WITHIN/AROUND DUTY STATION

20711. REFERENCE. JFTR, volume 1, chapter 3, part F.

20712. TRAVEL WITHIN/AROUND PERMANENT DUTY STATION. A Marine must prepare an [SF 1164](#): Claim for Reimbursement for Expenditures on Official Business or a [DD Form 1351-2](#): Travel Voucher or Subvoucher to claim reimbursement for travel within and around the permanent duty station. (See figures 2-7-1 and 2-7-2.)

1. The Marine must list the expenses by date, item, and amount. The Marine must explain the nature of the expenses, and sign the original form.
2. The approving authority, who is the local commanding officer or designated representative, will furnish the complete accounting data and approve the claim.
3. The original, plus two copies, can then be forwarded to the disbursing officer for payment. If a disbursing officer is not available to pay the claim, the claim may be submitted to an imprest fund cashier.
4. The disbursing officer (or imprest fund cashier) will pay the Marine in cash or check. If paid in cash, the Marine must sign block 11 of the [SF1164](#).
5. File a copy of the [SF1164](#) in the disbursing officer retain files.

20713. TRAVEL WITHIN/AROUND TEMPORARY DUTY STATION. A Marine may have to make more than one trip per day from the place of business or lodging to a place where meals may be obtained. This may occur if those meals cannot be obtained at the place of business. The Marine's commanding officer or order-issuing authority must approve those trips, either in the basic order or an endorsement, for a Marine to be reimbursed for them.

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1. A Marine must include the expenses incurred on the [DD Form 1351-2](#): Travel Voucher or Subvoucher, the [SF 1164](#): Claim for Reimbursement for Expenditures on Official Business, or a locally reproduced form. The date, time, amount, odometer readings, and nature of the expense must be identified on whatever form/document is used. (See figures 2-7-1, 2-7-2, and 2-7-3.)
2. A Marine may claim expenses for transportation between the Marine's place of lodging and place of business and between the place of business and the place where meals are procured, per JFTR, paragraph U3510. The Marine must provide information covering the points involved, the mileage claimed, and the basis by which the mileage was determined (odometer readings). This information must be submitted separately on the DD Form 1531-2 in item 5, or any other locally reproduced form. The necessity for the travel must be explained.

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S/N 0102-LF-013-2903

TRAVEL VOUCHER OR SUBVOUCHER		(Complete by typewriter, ink, or ball point pen (PRESS HARD) do not use pencil)		10. FOR DO USE ONLY	
READ PRIVACY ACT STATEMENT ON REVERSE PRIOR TO COMPLETING THIS FORM.				DO VOUCHER NO.	
LAST NAME FIRST NAME MIDDLE INITIAL (Print/Type) ROJUDAY, John P.		GRADE/RANK GS-12	SSN 000-00	SUBVOUCHER NO.	
CHECK MAILING ADDRESS (Include ZIP Code) 118 Rainier Kansas City, MO 64009				DUTY PHONE NO. 7986	
ORGANIZATION AND STATION MCPC/SET Kansas City, MO				PAID BY	
TRAVEL ORDERS (Paragraph, S.O. No., Issuing Hq., Date) (Include amending orders) A-000					
PRIOR TRAVEL PAYMENTS OR ADVANCES UNDER THESE ORDERS (Amount, DO Voucher No., Date Received, Place Paid, or DO Station No. If none, so state) NONE					
1. ITINERARY (See item 25 for Symbols)					
DATE	LOCAL TIME (24 Hour Clock)	PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	COST OF LODGING	3. NUMBER OF MEALS GOV'T OPEN MESS DED.*	4. POC MILES
7/1	DEP 1000	MCPC, K.C. MO	PA		
7/1	ARR 1030	Richards Gabear AFB MO			
7/1	DEP 1100		PA		
7/1	ARR 1130	MCPC, K. C. MO			
	DEP				
	ARR				
	DEP				
	ARR				
	DEP				
	ARR				
	DEP				
	ARR				
	DEP				
	ARR				
	DEP				
	ARR				
5. REIMBURSABLE EXPENSES/CHARGE FOR DEDUCTIBLE MEALS * (See item 24)					
DATE	NATURE AND EXPLANATION		AMT CLAIMED	ALLOWED	
1 Jul	In and around PDS mileage				
	Odometer reading 281-883 12@ 205		2.17		
	284-846 12@ 205		2.17		
Approved by (orders issuing official)			APPROVING OFFICER (31 USC 690a)		
6. Long distance telephone calls are certified as necessary in the interest of the Government.			SUMMARY OF PAYMENT		
			Per Diem		
			Actual Expense		
			Mileage or Transp Allowances		4.34
			Reimbursable Expenses		
			Total Entitlement		4.34
7. TR/SMTA/SMTS (If none, so state)			Less Previous Payments		
NUMBER	FROM	TO	Less Voucher Deductions		
			Amt Charged to Accto Class		
			11. PAYMENT DESIRED		
			<input type="checkbox"/> CHECK <input type="checkbox"/> CASH		
8. LEAVE STATEMENT: _____ days _____ hours taken between _____ and _____			12. <input type="checkbox"/> PER DIEM REQUESTED		
9. POC TRAVEL <input type="checkbox"/> OWNER/OPERATION (See item 22d) <input type="checkbox"/> PASSENGER			13. BAS RATE		
PENALTY: The penalty for willfully making a false claim is: A MAXIMUM FINE OF \$10,000 OR MAXIMUM IMPRISONMENT OF 5 YEARS, OR BOTH (U.S Code, Title 18, Section 287.)					
→ I hereby claim any amount due me. The statements on face, reverse, and attached are true and complete. Payment or credit has not been received.			14. SIGNATURE OF CLAIMANT OLD N. WISB		DATE 20 JUN 1989
15. ACCOUNTING CLASSIFICATION In and around PDS mileage					
16. COLLECTION DATA					
17. COMPUTED BY	18. AUDITED BY	19. TVL RCRD POSTED BY	20. RECEIVED (Payee signature and date or check no.)		21. AMOUNT PAID
					→

FORM DD 1 JUN 78 1351-2

EDITION OF 1 JUL 65 WILL BE USED UNTIL EXHAUSTED.

Exception to SF 1012 and 1012a approved by NARS, GSA April 1978.

Figure 2-7-1.--DD Form 1351-2 Used to Claim Travel Performed Within and Around Permanent Duty Station.

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<b>CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS</b>		1. DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE <b>MCFC/SET</b>		2. VOUCHER NUMBER					
Read the Privacy Act Statement on the back of this form				3. SCHEDULE NUMBER					
4. a. NAME (Last, first, middle initial)		b. SOCIAL SECURITY NO. <b>000-00-0000</b>		5. PAID BY					
c. MAILING ADDRESS (Include ZIP Code) <b>1500 E. Bannister Kansas City, MO 64197-0001</b>		d. OFFICE TELEPHONE NUMBER <b>7976</b>							
6. EXPENDITURES (If fare claimed in col. (g) exceeds charge for one person, show in col. (h) the number of additional persons which accompanied the claimant.)									
DATE 19__	C show appropriate code in col. (b): A-Local travel B-Telephone or telegraph, or D-Other Expenses (itemized)	MILEAGE RATE		AMOUNT CLAIMED					
		(a)	(b)	(c) FROM	(d) TO	(e) NO. OF MILES	(f) MILEAGE	(g) FARE OR TOLL	(h) ACC. PERSONS
1061	A	PDS Location	Off Station Location	29	12:10	.	.	.	.
1090					.	.	.	.	.
1091	A	Off Station Location	PDS Location	29	12:10	.	.	.	.
1120					.	.	.	.	.
It is not necessary to use a DD Form 1351-2 Travel Voucher for travel in and around the permanent duty station. However, this form must be approved by the order issuing official prior to payment.					.	.	.	.	.
If additional space is required continue on the back.				SUBTOTALS CARRIED FORWARD FROM THE BACK		.	.	.	.
7. AMOUNT CLAIMED (Total of cols. (f) and (i)) \$				TOTALS 58		24:20	.	.	.
8. This claim is approved. Long distance telephone calls, if shown, are certified as necessary in the interest of the Government. (Note: If long distance calls are included, the approving official must have been authorized, in writing, by the head of the department or agency to so certify (31 U.S.C. 690a.)				10. I certify that this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me.		Sign Original Only			
APPROVING OFFICIAL SIGN HERE				CLAIMANT SIGN HERE		DATE			
9. This claim is certified correct and proper for payment.				11. CASH PAYMENT RECEIPT		a. PAYEE (Signature)			
AUTHORIZED CERTIFYING OFFICER SIGN HERE						b. DATE RECEIVED			
						c. AMOUNT \$			
				12. PAYMENT MADE BY CHECK NO.					
ACCOUNTING CLASSIFICATION									
1164-210									
STANDARD FORM 1164 (Rev. 11-77) Prescribed by GSA, FPMR (CFR 41) 101-7									

Figure 2-7-2.—SF 1164 Used to Claim Reimbursement; Not Used in Conjunction with DD Form 1251-2.

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<b>CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS</b>		1. DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE <b>MCFC/SET</b>		2. VOUCHER NUMBER				
				3. SCHEDULE NUMBER				
Read the Privacy Act Statement on the back of this form				5. PAID BY				
4. a. NAME (Last, first, middle initial)		b. SOCIAL SECURITY NO. <b>000-00-0000</b>						
c. MAILING ADDRESS (Include ZIP Code) <b>1500 E. Bannister Kansas City, MO 64197-0001</b>		d. OFFICE TELEPHONE NUMBER <b>7976</b>						
6. EXPENDITURES (If fare claimed in col. (g) exceeds charge for one person, show in col. (h) the number of additional persons which accompanied the claimant.)								
DATE 19__ (e)	C O D E (f)	show appropriate code in col. (b): A-Local travel B-Telephone or telegraph, or C-Other Expenses (Itemized)		MILEAGE RATE \$  NO. OF MILES (e)	AMOUNT CLAIMED			
		(Explain expenditures in specific detail.)			MILEAGE (f)	FARE OR TOLL (g)	ADD. PERSONS (h)	TIPS AND MISCELLANEOUS (i)
		(c) FROM	(d) TO					
314	A	Lodging Location	Duty Location	6	1-23	.	.	.
320					.	.	.	.
321	A	Duty Location	Dining Location	10	2-05	.	.	.
330					.	.	.	.
331					.	.	.	.
340	A	Dining Location	Duty Location	10	2-05	.	.	.
341	A	Duty Location	Lodging Location	6	1-23	.	.	.
347					.	.	.	.
Can be used as an attachment to the DD Form 1351-2 Travel Voucher to claim in and around mileage. Approval is not required.					.	.	.	.
If additional space is required continue on the back.				SUBTOTALS CARRIED FORWARD FROM THE BACK		.	.	.
7. AMOUNT CLAIMED (Total of cols. (f) and (i)) \$				TOTALS 32		656	.	.
8. This claim is approved. Long distance telephone calls, if shown, are certified as necessary in the interest of the Government. (Note: If long distance calls are included, the approving official must have been authorized, in writing, by the head of the department or agency to so certify (31 U.S.C. 680a.)				10. I certify that this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me.				
APPROVING OFFICIAL SIGN HERE				Sign Original Only DATE				
9. This claim is certified correct and proper for payment.				11. CASH PAYMENT RECEIPT				
AUTHORIZED CERTIFYING OFFICER SIGN HERE				a. PAYEE (Signature)		b. DATE RECEIVED		
						c. AMOUNT \$		
				12. PAYMENT MADE BY CHECK NO.				
ACCOUNTING CLASSIFICATION								
1164-210				STANDARD FORM 1164 (Rev. 11-77) Prescribed by GSA, FPMR (CFR 41) 101-7				

Figure 2-7-3.--SF 1164 Used to Claim Reimbursement; Used in Conjunction with DD Form 1351-2.



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CHAPTER 2

GENERAL PROVISIONS

SECTIONS: MISCELLANEOUS

20801. RECEIPTS IN FOREIGN CURRENCY. A translation must accompany receipts for travel expenses or lodging that are expressed in a foreign language. The travel voucher must include amounts equal to U.S currency, at the rate at which the foreign currency was disbursed. The exchange rate will must be shown on the travel voucher.

20802. REQUIREMENTS FOR DUAL LODGINGS ON A SINGLE DAY. The order-issuing authority must endorse a Marine's orders or attach a certificate stating the need for the Marine to retain lodgings at more than one location on a single day. See JFTR, paragraph U4125.

20803. TRANSPORTATION TO OR FROM CARRIER TERMINALS. See the JFTR, paragraph U3410. Also, refer to 47 Comptroller General 469 for a definition of a 'local common carrier terminal.'

20804. MULTIPLE PAYMENT PROCEDURES. When several Marines have performed travel between the same points, at the same time, and the appropriation data is identical, a single [DD Form 1351-2](#) can be used to cover the entire group. Enter the notation 'VARIOUS PAYEES. SEE ATTACHED LISTING' in the appropriate blocks for the claimant's name and signature. Use either the [DD Form 1351-2](#) or [1351](#) to make the payment. Support the claim with a [DD Form 1351-6](#): Multiple Travel Payments List, completed as explained below. If orders were not issued per JFTR, paragraph U7100, the commanding officer or designee will certify the claim on the reverse of the [DD Form 1351-2](#).

1. Voucher Number. DD Station Number, and Date of Payment Blocks. Enter applicable information at the time of payment.
2. Page of Pages and Organization and Station Blocks. To be completed by the commanding or finance officer who completes the form.
3. Type Name and Title and Signature Blocks. Leave blank.
4. Travel Authority - Payee Identification Signature Column. Enter the following information:
  - a. The order number, unless travel is without orders per JFTR, paragraph U7100.
  - b. Each Marine's name and social security number.
  - c. Each Marine must sign the original [1351-6](#).
5. Itinerary Designation Column. Leave blank.
6. Amount Paid Column. Enter the amount paid to each Marine.

7. Check Number or Receipt for Cash Column. Enter the number of the checks if issuing checks to the Marines. If paying cash, have each Marine sign for receipt.

8. Total Block. Enter the total amount paid.

An example of a completed DD Form 1351-6 is shown in figure 2-8-1.

>20805. SEPARATION BEFORE TRAVEL ADVANCE SETTLED/RECONCILED. Travel Advances will be settled or reconciled before the Marine's separation, when possible. Deduct the total amount of the travel advance from the final pay and allowances due the Marine when substantiating documents are not available and travel advance(s) cannot be settled or reconciled before separation. Issue a statement to the Marine which will confirm the amount of the advance(s) that was deducted from the Marine's final pay and allowances due. This statement will enable the Marine to later file a final settlement for travel allowances due when the required substantiating documents are located. The separation travel allowances authorized by chapter 5 for enlisted members are exempt from recoupment action as restitution for prior unsettled travel advances. For enlisted members, travel allowances remaining due after the completion of separation travel may be collected (see chapter 5, section 3). See paragraphs 30443 and 80443 for actions required when an unsettled travel advance is discovered after the Marine has separated.

20806. SETTLEMENT OF TRAVEL CLAIMS FOR MARINE CORPS PERSONNEL RETURNING TO THE UNITED STATES FROM TOURS OF DUTY WITH THE DEPARTMENT OF STATE AS SECURITY GUARDS. When settling travel claims for Marine Corps personnel returning to the United States from tours of duty with the Department of State as security guards, make sure the cost of per diem and land travel of the personnel from their actual port of debarkation CONUS to their new duty station, not to exceed the distance from Washington, D.C., to the new duty station, whichever is nearer, is charged to the applicable permanent change-of-station appropriation accounting data and functional account 74960. Any travel in excess of the foregoing will be charged to the applicable permanent change-of-station appropriation accounting data including the applicable functional account number. If an advance has been made by the Department of State, it will be deducted on the face of the voucher and the net amount due will be paid to the Marine.

MCTIM

MULTIPLE TRAVEL PAYMENTS LIST		VOUCHER NUMBER 121	D. O. STATION NUMBER 6092	PAGE 1 OF 1 PAGES
ORGANIZATION AND STATION HQ BN, 2D FSSG, FMF, CAMP LENEUNE, NC 28542			DATE OF PAYMENT 8/19/89	
PURSUANT TO AUTHORITY VESTED IN ME, I CERTIFY THESE STATEMENTS ARE CORRECT AND PROPER				
TYPED NAME AND TITLE			SIGNATURE	
The statements hereon and attached hereto are true and complete and payment or credit has not been received (as evidenced by the payee's signature).				
TRAVEL AUTHORITY - PAYEE IDENTIFICATION SIGNATURE	ITINERARY DESIGNATION	AMOUNT PAID	CHECK NUMBER OR RECEIPT FOR CASH	
1 MSGT JOHN J. MARINE 117-89 123 45 6789		\$43.44	60,436,132	1
2 MSGT DUKE WAYNE 117-89 492 57 0806		\$43.44	60,436,133	2
3 GYSGT WILLIAM C. TELL 117-89 312 40 1516		\$43.44	50,436,134	3
4 SGT JOHN P. JONES 117-89 419 16 0719		\$43.44	60,436,135	4
5 SGT SAM A. TURNABOUT 117-89 127 50 1098		\$43.44	60,436,136	5
6 SGT JOSEPH P. CALABASH 117-89 471 62 6913		\$43.44	60,436,137	6
7				7
8				8
9				9
10				10
11				11
12				12
13				13
14				14
15				15
16				16
17				17
TOTAL		\$280.64		
FORM DD 1 NOV 64 1351-6 S/N 0102-LF-013-3600		FORM APPROVED BY COMPTROLLER GENERAL U.S., 30 JULY 1964		

Figure 2-8-1.--Multiple Travel Payments List to Pay Various Payees.



CHAPTER 2

POLICY AND PRINCIPLES

SECTION 9: SECRET AND CONFIDENTIAL TRAVEL ORDERS

20901. PROCESSING. Process claims involving secret or confidential travel orders as follows:

1. The finance officer will designate an individual to be responsible for classified travel vouchers.
2. The Marine will prepare a [DD Form 1351-2](#): Travel Voucher or Subvoucher. The Marine must list the complete itinerary on the [1351-2](#), and must attach all orders and receipts.
3. The Marine will hand carry the travel voucher and attachments to the individual assigned responsibility for classified vouchers.
4. After computing the travel entitlement, the responsible individual will prepare a separate 'dummy' travel voucher. In the itinerary area of the [DD Form 1351-2](#), the remarks 'CLASSIFIED LOCATION' will be entered. All computed reimbursement amounts, along with the appropriation data, will be placed in the appropriate blocks of the [DD Form 1351-2](#).
5. The responsible individual will include the following remark in block 5 of the [1351-2](#):

All documentation used to support payment of the voucher is being retained at the finance site.

6. Process the 'dummy' voucher through the finance office accounts using normal procedures.
7. Maintain the classified [DD Form 1351-2](#) and its attachments in a secure area designated by the appropriate official for storing classified material.
- >8. Use normal downgrading procedures for the classified voucher. Once the orders are downgraded to unclassified, transmit the original voucher to the DFAS-KC (JX). This will be inserted in the finance officer's returns along with the original 'dummy' voucher previously used for payment.

CHAPTER 3

PERMANENT CHANGE OF STATION

PARAGRAPH PAGE

SECTION I: ORDERS PREPARATION/COMMANDING  
OFFICER'S RESPONSIBILITIES BEFORE  
PCS TRAVEL COMMENCES

GENERAL.....	30101	3-5
COMMANDING OFFICER'S RESPONSIBILITIES.....	30102	3-5
ORDERS PREPARATION.....	30103	3-5
PCS ORDERS RECEIVED AT TEMPORARY DUTY STATION/WHILE ON LEAVE.....	30104	3-5

SECTION 2: TRAVEL ADVANCE

PART A: GENERAL INFORMATION

GENERAL.....	30201	3-7
REQUIRED SUPPORTING DOCUMENTS.....	30202	3-7
RESTRICTIONS.....	30203	3-7

PART B: COMPUTATION OF PCS TRAVEL ADVANCES

GUIDELINES.....	30211	3-7
REIMBURSEMENT RATES.....	30212	3-7
COMPUTATION OF PCS TRAVEL ADVANCE.....	30213	3-8

PART C: COMPETITION OF THE [DD FORM 1351](#): TRAVEL VOUCHER FOR PCS ADVANCES

GENERAL.....	30221	3-8
--------------	-------	-----

	PARAGRAPH	PAGE
INDIVIDUAL PAYMENTS.....	30222	3-8
VARIOUS PAYEES.....	30223	3-9
PART D: PAYMENT PROCEDURES		
FORM PREPARATION.....	30231	3-10
ENDORSEMENT OF ORDERS.....	30232	3-10
DOCUMENT DISTRIBUTION.....	30233	3-10
>PAYMENTS MADE BY MCSA (FDD) TO MARINES OVERSEAS.....	30234	3-11

SECTION 3: TRAVEL CLAIMS

PART A: GENERAL INFORMATION

GENERAL.....	30301	3-13
FORMS USED.....	30302	3-13
RESPONSIBILITY OF CLAIMANT.....	30303	3-13
CLAIMS PREPARED BY THE ADMINISTRATIVE COMMAND.....	30304	3-13

PART B: CLAIM COMPLETION

DD FORM 1351-2: TRAVEL VOUCHER OR SUBVOUCHER.....	30311	3-13
DD FORM 1351-2C: TRAVEL VOUCHER OR SUBVOUCHER (CONTINUATION SHEET).....	30312	3-16
SF 1164: CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS.....	30313	3-16

PART C: SUBMISSION REQUIREMENTS

GENERAL.....	30321	3-16
--------------	-------	------

## SECTION 4: SETTLEMENT OF PCS TRAVEL CLAIMS

## PART A: INTERNAL CONTROLS

CLAIMS CONTROL.....30401 3-17

## PART B: COMMANDING OFFICER'S RESPONSIBILITIES

NOTIFICATION.....30411 3-17

REVIEW OF CLAIM.....30412 3-17

## &gt;PART C: COMPUTATION OF TRAVEL ENTITLEMENTS--FO'S RESPONSIBILITIES

GENERAL.....30421 3-17

TRANSPORTATION ALLOWANCES.....30422 3-18

PER DIEM.....30423 3-18

PCS TO/FROM OR BETWEEN AREAS OUTSIDE CONUS.....30424 3-18

PCS WITH TEMADDINS EN ROUTE AND NO ULTIMATE  
DUTY STATION.....30425 3-18

TRAVEL TO AND FROM MAC AERIAL PORT OF EMBARKATION/  
DEBARKATION (APOE/APOD).....30426 3-18

## PART D: COMPLETION OF THE CLAIM/VOUCHER

COMPLETION OF THE DD FORM 1351-2.....30431 3-18

AMOUNT DUE THE MARINE.....30432 3-19

MARINE HAS BEEN OVER ADVANCED.....30433 3-20

## PART E: CLAIM PROCESSING

ORDERS ENDORSEMENT.....30441 3-21

MCTIM

	PARAGRAPH	PAGE
DOCUMENT DISTRIBUTION.....	30442	3-21
>MARINE SEPARATES BEFORE TRAVEL ADVANCE ON PRIOR CLAIM SETTLED.....	30443	3-21

FIGURE

>3-2-1	MESSAGE REQUESTS FOR TRAVEL ADVANCE (SAMPLE FORMAT)	3-12
>3-2-2	PCS TRAVEL ADVANCE.....	3-12a
>3-2-3	MULTIPLE TRAVEL PAYMENTS LIST .....	3-12b

3-4  
Ch 1





MCTIM

CHAPTERS

PERMANENT CHANGE OF STATION

SECTION 2: TRAVEL ADVANCE

PART A: GENERAL INFORMATION

>30201. GENERAL. A Marine may request a travel advance after receiving orders directing a permanent change of station. If the Marine is assigned to an overseas unit provided pay service by the MCSA (RMC--FDD), the Marine's commanding officer may issue a Naval message requesting payment of the advance. A sample message and the required information is provided in figure 3-2-1.

>30202. REQUIRED SUPPORTING DOCUMENTS. Original and three copies of the Marine's orders. If the Marine is assigned to an overseas unit provided pay service by the MCSA (RMC-FDD), the Naval message supports payment of the advance. The command must retain a copy of the Marine's original orders and a copy of the message request for the advance in their files.

30203. RESTRICTIONS. Do not pay an advance for PCS travel:

1. if the traveler has not submitted a claim to settle an advance paid on a previous set of travel orders. The commander may authorize exceptions if circumstances prevented the traveler from submitting the claim when due.
2. before orders are issued.
3. more than 10 working days before the Marine detaches, except under unusual circumstances. For example, the Marine moves dependents before detaching.

PART B: COMPUTATION OF PCS TRAVEL ADVANCES

>30211. GUIDELINES. Advance the traveler 100 percent of the amount anticipated to be earned for PCS travel. For separation travel, see chapter 5.

30212. REIMBURSEMENT RATES. Compute the travel advance on a MALT plus per diem basis unless the Marine:

1. elects to be paid for the actual cost of transportation by the mode authorized (the advance would then be based on the computed cost of transportation plus per diem, but limited to the cost of a GTR),
2. is furnished transportation or a transportation request, or
3. is in a group travel status.

Caution Marines that if they travel by a mode(s) other than the one(s) on which the advance was based, it could result in a checkage for the difference between authorized and allowed traveltime when their claim is settled.

MCTIM

30213. COMPUTATION OF PCS TRAVEL ADVANCE. Compute the amount of the Marine's advance based on the mode of transportation the Marine intends to use and the distance the Marine is required to travel.

>1. Privately Owned Conveyance. If the Marine will perform PCS travel in a privately owned conveyance, compute the advance on MALT plus per diem basis:

a. Determine the official distance between permanent duty stations. Include travel to temporary duty points en route. Use the Official Table of Distances and the Standard highway Mileage Guide (see paragraph 100201).

b. Multiply this amount by the appropriate MALT rate (JFTR, paragraph U5105).

c. Determine the traveltime allowed (JFTR, paragraph U5160, and chapter 10, section I, part B of this Manual).

d. Multiply the number of days' traveltime by the flat per diem allowance.

e. Add the amount allowed for MALT to the per diem amount,

2. Personally Procured Common Carrier Transportation. If the Marine will perform PCS travel on a common carrier at personal expense, compute the amount of the advance as described below:

a. Cost is \$100 Or Less. Advance the Marine amounts to pay the actual cost, if it does not exceed \$100.

b. Cost Exceeds \$100. If a GTR is available, advance the Marine an amount to pay the actual cost of the transportation. The cost must not exceed the cost of the GTR. If a GTR is not available, advance the Marine an amount to pay the actual cost of the transportation.

c. Multiply the number of days' traveltime allowed for the mode selected by the applicable locality per diem rate.

d. Add the amount allowed for the common carrier transportation to the per diem amount.

3. Government Transportation Requests. If the Government provides transportation on a Government owned conveyance or commercial carrier, advance the Marine amounts for per diem only.

PART C: COMPLETION OF THE [DD FORM 1351](#): TRAVEL VOUCHER FOR PCS ADVANCES

>30221. GENERAL. Use a typewriter or a black or dark blue ballpoint pen to complete the [DD Form 1351](#) when advancing travel and transportation allowances incident to a Marine's permanent change of station. See figure 3-2-2 for an example.

30222. INDIVIDUAL PAYMENTS. Complete the [DD Form 1351](#) to pay an advance for PCS travel as follows:

1. Heading. (This refers to the BUREAU VOUCHER NUMBER, D.D. VOUCHER NO., and PAID BY blocks,) Self-explanatory.

MCTIM

2. Section I: PAYMENT FOR. Check the box to the right of 2-ADVANCE OF TRAVEL ALLOWANCES (PCS).
3. Section II: INDIVIDUAL PAYMENT
  - a. Blocks I through 3. Self-explanatory.
  - b. Block 4. Enter the mailing address if the check must be mailed.
  - c. Block 5. Enter the standard document number, the TANGO, or the travel order authorization number.
  - d. Block 6. Enter the points between which MALT is being advanced an/or the number of days the Marine is entitled to per diem. Enter the applicable per diem rate.
  - e. Blocks 7 and 8. If paying the advance by check, enter the check number and date.
  - f. Blocks 9 and 10. Enter the amount and date paid.
  - g. Block 11. If paying the advance in cash, have the Marine sign this block.
4. Section III: PAYMENTS CONSOLIDATE and Section IV: APPROVED FOR PAYMENT. Not used.
- >5. Section V: REMARKS. Enter the serial number and value of GTR's and meal tickets granted. For a payment based on a Naval message and credited on a disbursing diary, enter the diary number.
6. Section VI: ACCOUNTING CLASSIFICATION. Complete as shown on the orders, except:
  - a. Use "1K" as the TTC classification.
  - b. Substitute three zeros and the Marine's social security number for the cost code.
  - > c. For a payment based on a Naval message and credited to the Marine's pay on the disbursing diary. Enter the amount of the travel advance with a type code of "1K." Enter the same amount with a type code of "2I" to the pay and allowance appropriation.
  - > d. If a check is prepared and mailed to the Marine based on a Naval message, enter the amount of the travel advance with a type code of "1K."
7. COMPUTED BY and AUDITED BY Blocks. Self-explanatory.
8. POSTED TO TVL RECORD BY and DATE ENTERED Blocks. Used locally for verification and internal controls.
9. AMOUNT PAID Block. Enter the total amount of the advance. This should equal the total of all lines of accounting data.

30223. VARIOUS PAYEES. Prepare the following forms:

1. [DD Form 1351](#): Travel Voucher
  - a. Section I: PAYMENT FOR. Check the applicable boxes.

b. Section II: INDIVIDUAL PAYMENT. Block 1: PAYEE. Enter Various Payees. See Attached Listing.

c. Section VI: ACCOUNTING CLASSIFICATION Include the complete appropriation data as shown in the orders. This must apply to all Marines on the listing.

d. AMOUNT PAID Block. (In the extreme tower right corner.) Enter the sum of the travel advance payments listed on the various payees listing.

e. Other blocks may be used if the information applies to all the Marines on the listing.

2. [DD Form 1351-6](#): Multiple Travel Payments List. Prepare as shown in figure 3-2-3. Include the basic information that was required on the [DD Form 1351](#). Have the Marines sign for cash payments.

#### PART D: PAYMENT PROCEDURES

30231. FORM PREPARATION. Prepare the payment voucher as explained in part C, above. Have the Marine(s) sign for cash payments.

#### >30232. ENDORSEMENT OF ORDERS

1. Endorse the Marine's original orders when paying a travel advance. (See paragraph 20111.) Be sure to show the date and amount paid, the number of the voucher on which the advance was paid, and the DSSN. If more than one fiscal year appropriation is involved, indicate the dollar amount of per diem advanced for each fiscal year.

2. When paying a travel advance based on a Naval message, the MCSA (RMC-FDD) will prepare and transmit a message to the Marine's present permanent duty station, with an "info" copy to the Marine's new permanent duty station and any TDY stations en route. This message should be prepared as an endorsement to the Marine's original order and should include the following:

a. The new permanent duty station and, if applicable, any TDY en route.

b. Additional information cited in paragraph 20111 of this Manual. Transmit this message as an endorsement to the Marine's original orders.

30233. DOCUMENT DISTRIBUTION. If the advance is paid and the Marine detaches in the current fiscal year, process the [DD Form 1351](#) in the current day's business. If the advance is paid in 1 fiscal year, but the Marine detaches in the following fiscal year, hold the [DD Form 1351](#) as a deferred voucher and process it in the following fiscal year. See the NavCompt Manual, paragraphs 047012-9 and 047221-4g.

1. Pay Record Available. File one copy of the [DD Form 1351](#) on the left side of the Marine's pay record. If various payees were included on the same travel voucher, annotate the miscellaneous memorandum section of each Marine's pay record.

2. Pay Record Not Available. Forward, under letter of transmittal, a copy of the [DD Form 1351](#): Travel Voucher and payee listing, if applicable, to the finance office servicing the Marine's pay account.

3. Marine's Copy. Return the original orders and a copy of the [DD Form 1351](#) to the Marine.



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FROM: UNIT ADDRESS//CODE//  
TO: MARCORSUPACT KANSAS CITY MO//RMC-FDD//  
INFO: NEW PDS//DISIBO//  
TDY CMDSI/DISBO// (IF APPLICABLE)  
SUBJ: REQUEST FOR ADVANCE OF TRAVEL PAY  
MSGID/GENADMIN/UNIT ADDRESS/CODE//  
REF/MARINE'S ORIGINAL ORDERS  
NARR//  
RMKS/1. ADV OF TRAVEL PAY/TRANSPORTATION ALLOWANCES IS REQUESTED  
FOR THE FOLLOWING:

MARINE'S FULL NAME AND SSN:

INDICATE ]  
METHOD ] CREDIT PMT TO THE MMPA FOR REGULAR PAYDAY DISBURSEMENT:  
OF PMT ] CUT PAYMENT (CHECK):

INCLUDE  
IF CHECK ] MARINE'S REQUESTED ADDRESS:  
IS TO BE  
MAILED

INDICATE ] MARINE'S TDY EN ROUTE POINTS, NO. DAYS AT EACH LOCATION,  
IF APPLIES] AND QUARTERS AND MESS AVAILABILITY AT EACH LOCATION:

MARINE'S NEW PDS:  
APPROPRIATION DATA:

MARINE'S MODE OF TRANSPORTATION:  
INDICATE ] DEPENDENT'S NAME(S) AND AGE(S):  
IF APPLIES DEPENDENT'S MODE OF TRAVEL:  
INDICATE WHETHER DEPENDENT(S) WILL TRAVEL WITH MEMBER  
(SPONSOR):

PORT OF EMBARKATION:  
PORT OF DEBARKATION:

INCATE IF TWO POV'S ARE AUTHORIZED (JFTR, PAR. U5205-A2):

Figure 3-2-1 --Message Request for Travel Advance (Sample Format).

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<b>TRAVEL VOUCHER (7240)</b>				BUREAU VOUCHER NUMBER		D.O. VOUCHER NO. 9999	
<b>I. PAYMENT FOR</b>						<b>PAID BY</b>	
1. ADVANCE OF TRAVEL ALLOWANCES (TDY/TAD)				6. TRANSPORTATION OF DEPENDENTS			
2. ADVANCE OF TRAVEL ALLOWANCES (PCS)		X		7. DISLOCATION ALLOWANCE			
3. ACCRUED PER DIEM FOR TDY/TAD				8. TRAILER ALLOWANCE			
4. SETTLEMENT OF TDUY/TAD TRAVEL				9.			
5. SETTLEMENT OF PCS TRAVEL				10.			
<b>II. INDIVIDUAL PAYMENT</b>							
1. PAYEE (Last Name, First, Middle, Initial) <b>MARINE, John J.</b>				2. RANK OR GRADE <b>LtCol</b>		3. MSN/SSAN <b>123 45 67 89</b>	
4. ORGANIZATION AND STATION <b>Marine Corps Support Activity, Kansas City, Missouri 64197-0500</b>							
5. TRAVEL ORDER <b>MCSO #19-84</b>							
6. ADVANCE OF TRAVEL ALLOWANCES ELECTED BY ABOVE-NAMED MEMBER AS FOLLOWS.							
7. CHECK NUMBER 10000008		8. CHECK DATE 910228		9. AMOUNT PAID <b>\$202.13</b>		10. DATE PAID <b>910228</b>	
11. RECEIVED IN CASH (Signature of payee)							
<b>III. PAYMENTS CONSOLIDATED</b>							
1. PER SUBVOUCHER NO.		THROUGH		ATTACHED.		2. PER TRAVEL ALLOWANCE PAYMENT LISTS ATTACHED.	
<b>IV. APPROVED FOR PAYMENT (When required by individual service regulations)</b>							
1. TYPED NAME AND TITLE				2. SIGNATURE			
<b>V. REMARKS</b>							
<p><b>NOTE: This section is utilized as outlined in paragraph 30222.5.</b></p>							
<b>VI. ACCOUNTING CLASSIFICATION(S)</b>							
APPROPRIATION SYMBOL AND SUBHEAD	OBJECT CLASS	BUREAU CONTROL NO.	AUTH. ACCT'G ACTIVITY	TYPE	PROPERTY ACCT'G ACTY	COST CODE	AMOUNT
17-1105.2753	021	44690/0	000027	1K	000000	000123456789	\$202.13
<p>Show appropriate fiscal year</p>							
COMPUTED BY		AUDITED BY		POSTED TO TVL RECORD BY		DATE ENTERED	
							AMOUNT PAID <b>\$202.13</b>

Figure 3-2-2.--PCS Travel Advance.

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<b>MULTIPLE TRAVEL PAYMENTS LIST</b>		VOUCHER NUMBER	D. O. STATION NUMBER 9999	PAGE 1 OF 1 PAGES
ORGANIZATION AND STATION			DATE OF PAYMENT 7/18/89	
PURSUANT TO AUTHORITY VESTED IN ME, I CERTIFY THESE STATEMENTS ARE CORRECT AND PROPER				
TYPED NAME AND TITLE			SIGNATURE	
The statements hereon and attached hereto are true and complete and payment or credit has not been received (as evidenced by the payee's signature).				
TRAVEL AUTHORITY - PAYEE IDENTIFICATION SIGNATURE		ITINERARY DESIGNATION	AMOUNT PAID	CHECK NUMBER OR RECEIPT FOR CASH
1	HENNIGAR 111 22 33 33		\$175.70	1
2	MURPHY JR., R. D. 222 33 44 44		158.40	2
3	WEBER, R. L. 333 44 55 55		211.50	3
4	BOYD, J. A. 444 55 66 66		64.30	4
5	MANIZANO, A. C. 555 66 77 77		276.40	5
6				6
7				7
8				8
9				9
10				10
11				11
12				12
13				13
14				14
15				15
16				16
17				17
TOTAL			\$886.30	
FORM		FORM APPROVED BY COMPTROLLER GENERAL U.S., 30 JULY 1964		
DD 1 NOV 64 1351-6 S/N 0102-LF-013-3600				

Figure 3-2-3.--Multiple Travel Payments List.

CHAPTER 3

PERMANENT CHANGE OF STATION

SECTION 3: TRAVEL CLAIMS

PART A: GENERAL INFORMATION

30301. GENERAL. The Marine must use a ballpoint pen to complete the [DD Form 1351-2](#): Travel Voucher or Subvoucher, which is used to claim the Marine's travel and transportation allowances incident to a permanent change of station and dislocation allowance at the without dependents rate.

30302. FORMS USED

1. [DD Form 1351-2](#): Travel Voucher or Subvoucher
2. [DD Form 1351-2C](#): Travel Voucher or Subvoucher (Continuation Sheet) - used if there is not enough space on the [1351-2](#).

30303. RESPONSIBILITY OF CLAIMANT. The claimant assumes legal responsibility for the claim when signing it, even if the claimant did not prepare it. The claimant may be penalized for making a false claim (as detailed on the reverse of the form). If a claimant misrepresents facts on a voucher and receives an erroneous payment, the disbursing officer may not pay reclaims for amounts recouped.

30304. CLAIMS PREPARED BY THE ADMINISTRATIVE COMMAND. An administrative office preparing a claim for a Marine must not place any statement on the claim without the claimant's advice and consent. The administrative office must advise the claimant that the claimant becomes legally responsible for its truth and validity upon signing it. Administrative offices must not accept a signed, blank claim to be completed for the claimant.

PART B: CLAIM COMPLETION

30311. [DD FORM 1351-2](#): TRAVEL VOUCHER OR SUBVOUCHER. Two editions of this form are published: 1 July 1965 and 1 June 1978. The older edition should be used until the supply is exhausted. These instructions are based on the 1978 edition, which is to be completed by the claimant, as follows:

1. Heading. Most of this section is self-explanatory. In the TRAVEL ORDERS block, enter the order number and date.
2. Section 1: Itinerary. These sections are to be completed horizontally.
  - a. DATE 19 Column. In the column heading, enter the last two digits of the calendar year the travel was performed. If 2 years were involved, enter both.

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b. On the first line enter the date, time, and the place from which departed, then the abbreviation for the mode of transportation used. (These can be round on the back of the form.)

c. On the remaining lines indicate each point on the Marine's journey by completing the columns described below:

In column	Enter
DATE	The month and day of each arrival and departure
TIME	The time you arrived at or departed from each stopping point.
PLACE	The location of each stop.
MODE OF TRAVEL	The two-letter mode of travel as shown in the SYMBOLS section on the reverse of the form.
REASON FOR STOP	The two-letter reason for stop, as shown in the SYMBOLS section on the reverse of the form.

These notations should include the date and hour of arrival at or detachment from (1) the previous permanent duty station, (2) temporary duty points, (3) points of authorized delay en route, (4) place(s) of delay en route chargeable as leave, (5) points of embarkation and debarkation, (6) places where orders were canceled or modified, (7) each place, including points of delay en route chargeable as leave, where the mode of transportation changed, (8) the new permanent duty station.

If the Marine commutes from the quarters occupied at the old permanent duty station to perform temporary duty near that station, include the date and hour the Marine (1) departs quarters, (2) arrives at the temporary duty point, (3) departs the temporary duty point, and (4) returns to quarters for each day involved. This requirement also exists when commuting from the quarters which the Marine will occupy after reporting to the new permanent duty station to perform temporary duty. See JFTR, paragraph U5120.

3. Section 2: COST OF LODGING. Record the total cost of lodging at each point. Include charges paid for use of Government quarters and any applicable state, district, or local (sales) taxes. Amounts must equal the amounts on the lodging receipts.

4. Sections: NUMBER OF MEALS

a. GOVT. Indicate the number of Government meals furnished opposite the appropriate date(s).

b. DED. Indicate the number of deductible meals furnished, with or without charge.

(1) The following organizations may furnish 'deductible' meals to the Marine: local or state Governments; foreign Governments; other United States Government agencies, excluding the uniformed services; United States Government contractor, if meals are furnished under terms of the contract; private, professional, technical, fraternal, civic, or similar organizations, in connection with activities sponsored by that organization; a function paid for from contingency or other appropriate or nonappropriate funds.

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(2) The following are not considered deductible meals. They will not be deducted from authorized travel allowances based on their availability or use: meals on a commercial aircraft; meals furnished by private individuals; box lunches, in-flight meals, or rations furnished by the Government on a military aircraft.

c. OPEN MESS. Indicate the number of meals available in an open mess opposite the appropriate date(s). See JFTR, volume 1, chapter 4, part E.

5. Section 4: POC MILES. Not used. (If travel by POC was authorized, the disbursing officer will obtain the distances allowed from the OTD and the SHMG when computing the claim.)

6. Section 5: REIMBURSABLE EXPENSES/CHARGE FOR DEDUCTIBLE MEALS

a. Enter reimbursable expenses incurred. See the JFTR, volume 1, chapter 4, part E.

b. Enter the number and cost of deductible meals that were furnished with or without charge.

c. Include the points involved, the mileage, and the basis for this mileage (odometer readings) if claiming transportation expenses between the place of lodging-place of business and place of business-place where meals were obtained. (See JFTR, paragraph U3510.) Explain the need for such travel.

7. Section 6: Official Long Distance Telephone Calls. The Marine's commanding officer or designated representative must sign this block in order for official long-distance telephone calls listed in section 5 to be allowed.

8. Section 7: TR'S/MTA'S/MT'S

a. TR's/MT's Used. Enter the serial numbers of the Government transportation requests (TR's) and meal tickets (MT's). Include the points they were used between.

b. MAC Used. If military airlift command channel service (MAC-operated organic aircraft, category A or B type) was used, enter the serial number of the related DD Form 1482: MAC Transportation Authorization. Include the points between which service was authorized.

c. No TR's, MTA's, or MT's Issued. Enter the word "None."

9. Section 9: POC Travel. Check the appropriate box if POC was used for any portion of the travel.

10. Section 11: PAYMENT DESIRED. Indicate the method of payment desired if money is due the Marine.

11. Section 12: PER DIEM REQUESTED. Leave blank.

12. Section 13: SIGNATURE OF CLAIMANT and DATE. The claimant must sign the date and block. Upon signing it, the claimant becomes responsible for its truth and validity.

13. Section 23: REQUIRED ATTACHMENTS. The required attachments listed on the back of the form are amended as follows:

- a. Original and three copies of travel orders, including all endorsements to those orders.
- b. All unused or partially used TR's, tickets, and/or meal tickets, unless previously turned in to the proper authority. Travel orders must be appropriately endorsed. Securely fasten unused TR's, meal tickets, and tickets obtained on TR's, including refund documents, to the claim.
- c. Receipts from carriers, copies of tickets, or required certifications if cost of transportation is claimed.
- d. Receipts for all lodgings and any reimbursable (miscellaneous) expense claimed in excess of \$25. The actual receipt given to the Marine or a signed statement explaining why it was not available is needed. (Examples: original paid invoices from hotels, carbon copy invoices from rental car agencies.)
- e. Statements of nonavailability (Government quarters, mess, and directed mode of transportation), unless the order-issuing authority does not require use of Government quarters/messing. Availability statements are usually contained in endorsements to the orders. When the directed mode is not used, include a statement explaining the circumstances.

14. Section 28: REMARKS. Used for statements to support the claim. Before entering anything in this block, turn the carbon paper so the reverse image is not transcribed to the face of the form.

30312. [DD FORM 1351-2C](#): TRAVEL VOUCHER OR SUBVOUCHER (CONTINUATION SHEET). For use when there is not enough space on the [DD Form 1351-2](#).

30313. [SF 1164](#): CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS. This form is used to claim reimbursement for travel within or around the permanent duty station and for other reimbursable expenses. Complete the form by listing expenses by date, item, and amount, with suitable explanations as to the nature of the expenses.

#### PART C: SUBMISSION REQUIREMENTS

##### 30321. GENERAL

1. Supporting Documents. Original and three copies of the orders, in addition to required certificates, endorsements, and receipts.
2. Submission Requirements. The Marine must submit the travel claim within 3 working days of reporting to the new permanent duty station.

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CHAPTERS

PERMANENT CHANGE OF STATION

SECTION 4: SETTLEMENT OF PCS TRAVEL CLAIMS

PART A: INTERNAL CONTROLS

30401. CLAIMS CONTROL. The NAVMC 10366: Postal Card can be used to control the receipt, processing, and payment of a Marine's travel claim when finance and administrative personnel are not Co-located. When a Marine files a travel claim, administrative personnel should complete the card and forward it and the claim to the finance office. Upon receipt of the card and claim the finance office personnel should record the time and date of receipt on the back of the card and return it to the administrative office.

PART B: COMMANDING OFFICER'S RESPONSIBILITIES

30411. NOTIFICATION

1. Notify the finance officer when a Marine reports to the new permanent duty station upon completion of PCS travel.
2. Make sure the Marine submits a travel claim to the appropriate finance office within 3 working days of reporting. Assist the Marine in preparing the claim, if assistance is needed.
3. Notify the Marine that failure to submit a claim within that timeframe will result in pay being checked for the entire amount of the advance.
4. Notify the finance officer when circumstances prevent the Marine from submitting the travel claim within that timeframe.
5. Notify the Marine of the possibility of disciplinary action and the loss of travel allowance entitlements if a fraudulent claim is submitted.

30412. REVIEW OF CLAIM. After the travel is complete, review the travel claim (DD Form 1351-2) before submitting it to the finance officer. The purpose of this review is not to compute the payment, but to ensure the claim is complete and proper.

PART C: COMPUTATION OF TRAVEL ENTITLEMENTS.-FO'S RESPONSIBILITIES

>30421. GENERAL. When the travel claim and all paper documentation are received, the finance officer must settle travel claims within 10 working days.

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30422. TRANSPORTATION ALLOWANCES. Compute the amount of the Marine's transportation allowances, based on the method of transportation authorized and used. See the JFTR, volume 1, chapter 5, part B.

30423. PER DIEM. A Marine is entitled to a flat per diem allowance on PCS travel when the Marine travels by privately owned conveyance. If the member travels by common carrier, the per diem entitlement is based on a locality rate. This amount is prescribed in the JFTR, paragraph U5105.

30424. PCS TO/FROM OR BETWEEN AREAS OUTSIDE CONUS. See the JFTR, volume 1, chapter 5, and chapters 3 and 4 of this Manual Compute the report elapsed time as explained in chapter 10.

30425. PCS WITH TEMADDINS EN ROUTE AND NO ULTIMATE DUTY STATION DESIGNATED. See the JFTR, paragraph U5120. Personnel most usually affected by these circumstances are those assigned to recruiting, drill instructor, or Marine Security Guard Battalion duty.

>30426. TRAVEL TO AND FROM MAC AERIAL PORT OF EMBARKATION/DEBARKATION (APOE/APOD). See the JFTR, paragraph U5116.

PART D: COMPLETION OF THE CLAIM/VOUCHER

30431. COMPLETION OF THE [DD FORM 1351-2](#). Complete the remainder of the [DD Form 1351-2](#): Travel Voucher or Subvoucher, as follows:

1. Summary of Payment Section

- a. Per Diem. Show all per diem the Marine was entitled to.

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- b. Mileage or Transportation Allowances. Enter the mileage amount the Marine is entitled to, or the cost of TR's or transportation allowances.
- c. Reimbursable Expenses. Total the reimbursable expenses allowed.
- d. Total Entitlement. Total amount of entitlements.
- e. Less Previous Payments. Total all advances the Marine has received.
- f. Less Voucher Deductions. Enter the amount of TR's.
- g. Amount Charged to Accounting Classification. Deduct the previous payments and voucher deductions from the total entitlement, and enter the amount due the Marine on this line, if any.

(1) If your calculation equals zero, enter "NONE."

(2) If you calculation equals to negative number, enter "NONE."

2. ACCOUNTING CLASSIFICATION Section. Review the Marine's orders to ensure all nine elements of the appropriation number are accounted for. Amounts must offset the amount of the TTC 1K advance. It must also cite the appropriate FAN under TTC 2D (see MCO P7301.104).

a. Enter the amounts earned as reimbursable to the Marine, including per diem an reimbursable expenses, in the amount block as a debit to the appropriation data reflected in the Marine's orders.

b. Enter the amount of the advance on the next unused line in the appropriation block opposite the accounting data initially charged. Include transaction type code "1K," followed by "CR."

c. When travel advances involve more than 1 fiscal year, enter separate lines of appropriation data followed by "CR." The "CR" annotated amounts will be treated as reverse expenditures so that the appropriation data originally debited by the travel advance can be refunded.

3. AMOUNT PAID Block

a. If the Total Entitlement block is greater than the Less Previous Payments block, enter the difference, which is the total amount due the Marine. See paragraph 30432.

b. If the Total Entitlement block is equal to the Less Previous Payments block, enter "NONE." See paragraph 30432.

c. If the Total Entitlement block is less than the Less Previous Payments block, enter "NONE." See paragraph 30433.

30432. AMOUNT DUE THE MARINE. If the Marine is due money upon settlement of the travel claim, or if the an accurate advance had been made and no money is due either the Marine or the Government, complete the following additional blocks on the [DD Form 1351-2](#). (Paragraph 140101 explains how to refund amounts due.)

1. DO VOUCHER NO. Assign a DOV number to the claim.
2. PAID BY. Include the following information:
  - a. The account activity number.
  - b. The disbursing office number.
  - c. The date.
  - d. Your DSSN.

30433. MARINE HAS BEEN OVERADVANCED. If the Marine has been overadvanced, indicate on the [DD Form 1351-2](#) the method used to collect the overpayment. Chapter 14 explains how to collect overpayments.

1. Cash Collection. If the Marine makes a cash payment to repay the amount of the overpayment, prepare the [DD Form 1351-2](#) as a collection voucher.
  - a. DO VOUCHER NO. Block. Line out the DOV # and replace it with the CV number.
  - b. PAID BY Block. Enter the words COLLECTION VOUCHER in red.
  - c. ACCOUNTING CLASSIFICATION. Show the accounting data in block 15 as follows:
    - (1) Show the amount of the advance. Use 1K as the transaction type code, and enter CR after the amount.
    - (2) Show the appropriate lines of amounts earned, using 2D as the transaction type code.
  - d. COLLECTION DATA Block. Enter the following information in block 16:

7. COLLECTION DATA
--------------------

Date	DO,	DO Address,	Cash Collection of \$amount for excess TA
paid date on DOV#	DSSN#	rec'd by DO	

2. Pay Record Checkage. If the Marine's MMPA is checked to collect the overpayment, use the [DD Form 1351-2](#) as a pay record checkage:
  - a. DO VOUCHER NO Block. Assign a DOV number to the claim, since it will be a payment voucher of NONE.
  - b. PAID BY Block. Include the following information:
    - (1) The account activity number.
    - (2) The disbursing office address.
    - (3) The date.
    - (4) Your DSSN.

c. ACCOUNTING CLASSIFICATION. Show the accounting date in block 15 as follows:

(1) Show the amount of the advance. Use 1K as the transaction type code, and enter CR after the amount.

(2) Show the appropriate lines of amounts earned, using 2D as the transaction type code.

(3) Include an additional line of appropriation for the Marine's pay group. The amount will equal the overpayment.

d. COLLECTION DATA Block, Enter the following information in block 16: COLLECTION DATA:

16. COLLECTION DATA DO, DO Address, Excess TA\$ amount charged to MMPA on diary dtd ___
--

PART E: CLAIM PROCESSING

30441. ORDERS ENDORSEMENT. Endorse the Marine's orders, as stated in paragraph 20111.

30442. DOCUMENT DISTRIBUTION

1. Original. Forward the original DD 1351-2 (and covering DD 1351, if used) with the finance officer's financial returns. Include one copy of the Marine's orders and the original or copies of certificates, receipts, etc. as supporting documents.

2. Retain Files. File one complete copy of the Marine's orders, the claim/voucher, and supporting documents in the retain file.

3. Accounting Conies. Forward one complete copy of the Marine's orders, the claim/voucher, and supporting documents to the basic order writing activity designated in the Marine's orders.

4. Distribution. Distribute documents used to settle or collect overpayments of advances in accordance with NavCompt Manual, volume 4, chapter 3, part A and chapter 7, part E and chapter 8, part A, as applicable. Also to the basic order writing activity.

>30443. MARINE SEPARATES BEFORE TRAVEL ADVANCE ON PRIOR CLAIM SETTLED. The Marine's MMPA will remain in JUMPS/MMS until the January end-of-month U&E (approximately 5 February) of the year after the Marine separates, if (1) the Marine has been separated for at least 4 months, and (2) at least 90 days have elapsed since the last transaction processed against the record. Marines separated in the previous calendar year will continue to be dropped from the MMPA each end-of-month U&E if this criteria is met. When an overpayment on a prior travel advance is discovered, use the VIS to determine if a Marine's record is still in JUMPS/MMS. Then, take the following action:

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1. If the Marine's MMPA is still maintained in JUMPS/MMS, debit the Marine's pay accounting using the appropriate disbursing diary. Include a history a statement listing the DOV number and date of supporting documentation. Process the original DD Form 1351-2 with the disbursing officer's financial returns.

2. If the Marine's MMPA is no longer maintained in JUMPS/MMS, take the following actions:

a. Prepare a DD Form 139: Pay Adjustment Authorization for the amount due the Government. Include the number and date of the voucher that the advance was paid on.

b. Forward the DD Form 139 and a copy of the final settlement voucher to the DFAS-KC (EYC) for action.

c. Process the original settlement voucher, the DD Form 139, etc., with the finance officer's returns.

>3-22

Ch 1

CHAPTER 4

PCS-RELATED TRAVEL ALLOWANCES

PARAGRAPH PAGE

SECTION 1: INTRODUCTION

GENERAL .....40101 4-7

SECTION 2: DEPENDENTS' TRAVEL

PART A: GENERAL

REFERENCE.....40201 4-9

PROCESSING.....40202 4-9

>REQUEST FOR ADVANCE.....40203 4-9

PART B: ADVANCES

RESTRICTIONS.....40211 4-9

PREPARATION OF THE PAYMENT VOUCHER.....40212 4-9

ORDERS ENDORSEMENT.....40213 4-9

DOCUMENT DISTRIBUTION.....40214 4-9

PART C: CLAIM FOR DEPENDENTS' TRAVEL AND TRANSPORTATION ALLOWANCES

PROCEDURES.....40222 4-10

COMPLETION OF THE DD FORM 1351-4.....40222 4-10

COMMANDING OFFICER'S CERTIFICATION.....40223 4-12

PART D: SUPPORTING DOCUMENTS REQUIRED WHEN CLAIMING DEPENDENTS' TRAVEL

BEFORE ORDERS ARE ISSUED.....40231 4-12

>IF ADVANCE AUTHORITY WAS REQUIRED.....40232 4-12

	PARAGRAPH	PAGE
FROM AN OVERSEAS DUTY STATION--UNUSUAL OR EMERGENCY CIRCUMSTANCES.....	40233	4-12
WHEN THE MARINE IS ASSIGNED TO A RESTRICTED AREA.....	40234	4-13
WHEN THE MARINE IS TRANSFERRED TO A HOSPITAL FROM A DUTY STATION IN CONUS.....	40235	4-14
WHEN THE MARINE'S MOBILE UNIT CHANGES HOME PORT OR PERMANENT STATION.....	40236	4-14
WHEN DEPENDENTS REMAIN AT PREVIOUS DUTY STATION, MARINE RECEIVES PCS ORDERS FROM DUTY STATION.....	40237	4-14
WHEN THE MARINE SEPARATES FOR THE PURPOSE OF CONTINUING ON ACTIVE DUTY.....	40238	4-15
WHEN THE MARINE IS TRANSFERRED TO THE RETIRED LIST/ TDRL OR DISCHARGED WITH SEVERANCE/READJUSTMENT PAY.....	40239	4-15
WHEN THE MARINE IS DISCHARGED OR RELEASED FROM ACTIVE DUTY.....	40240	4-15
FOR STUDENT DEPENDENTS TO ATTEND SCHOOL.....	40241	4-15
DEPENDENT OUTSIDE CONUS; REQUIRES MEDICAL CARE.....	40242	4-15
 PART E: SETTLEMENT OF DEPENDENTS TRAVEL CLAIMS		
MARINE AND DEPENDENTS DO NOT TRAVEL CONCURRENTLY.....	40251	4-16
 >PART F: SPECIAL CIRCUMSTANCES		
TRAVEL TO ATTEND BURIAL SERVICES OF A DECEASED MARINE	40261	4-16
VISITATION OF SERIOUSLY ILL/INJURED MARINE.....	40262	4-16a
MARINE OFFICIALLY REPORTED AS DEAD, INJURED, ILL, ABSENT FOR A PERIOD OF MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH.....	40263	4-16b

SECTION 3: DISLOCATION ALLOWANCE

PART A: GENERAL

REFERENCE.....40301 4-17

PAYMENT OF A SECOND DISLOCATION ALLOWANCE  
DURING A FISCAL YEAR.....40302 4-17

RULES FOR DETERMINING ENTITLEMENT.....40303 4-17

>REQUEST FOR ADVANCE.....40304 4-17

PART B: ADVANCE PAYMENT OF DLA

PREPARATION OF THE PAYMENT VOUCHER.....40311 4-17

ORDERS ENDORSEMENT.....40312 4-17

DOCUMENT DISTRIBUTION.....40313 4-17

PART C: CLAIMS FOR DLA

SUPPORTING DOCUMENTS.....40321 4-17

MARINE ENTITLED TO DLA AT WITH DEPENDENTS  
RATE.....40322 4-18

MARINE ENTITLED TO DLA (OWN RIGHT).....40323 4-18

PART D: SETTLEMENT OF CLAIM FOR DLA

CLAIM COMPLETION.....40331 4-18

DEPENDENT TRAVEL RECORD.....40332 4-19

ORDERS ENDORSEMENT.....40333 4-19

DOCUMENT DISTRIBUTION.....40334 4-19

SECTION 4: TEMPORARY LODGING EXPENSE ALLOWANCE

REFERENCE.....	40401	4-21
ADVANCES.....	40402	4-21
CLAIMS.....	40403	4-21
SUBMISSION REQUIREMENTS/SUPPORTING DOCUMENTS.....	40404	4-21
COMPUTATION OF AMOUNT DUE.....	40405	4-21
CLAIM COMPLETION.....	40406	4-22
ORDERS ENDORSEMENT.....	40401	4-22
DOCUMENT DISTRIBUTION.....	40408	4-22

SECTIONS: HOUSEHOLD GOODS

PART A: REFERENCES

GENERAL.....	40501	4-23
ADVANCES.....	40502	4-23

PART B: ADVANCES

ENTITLEMENT.....	40511	4-23
PREPARATION OF THE ADVANCE PAYMENT VOUCHER.....	40512	4-23
ORDERS ENDORSEMENT.....	40513	4-23
DOCUMENT DISTRIBUTION.....	40514	4-23

PART C: CLAIMS FOR DITY MOVEMENT OF HOUSEHOLD GOODS

CLAIMS FOR FINAL SETTLEMENT.....	40521	4-23
----------------------------------	-------	------

	PARAGRAPH	PAGE
EXCESS COSTS INCURRED IN SHIPPING HOUSEHOLD EFFECTS.....	40522	4-24
MCLB--DETERMINATION OF EXCESS COSTS.....	40523	4-24
>DFAS-KC (JE)--RECOUPMENT OF EXCESS COSTS.....	40524	4-24

SECTION 6: TRANSPORTATION OF PRIVATELY OWNED VEHICLES

REFERENCES.....	40601	4-27
-----------------	-------	------

SECTION 7: MOBILE HOME ALLOWANCES

REFERENCE.....	40701	4-29
ADVANCES.....	40702	4-29
CLAIM COMPLETION.....	40703	4-29
SUPPORTING DOCUMENTS.....	40704	4-29
FINAL SETTLEMENT.....	40705	4-30
MCLB--DETERMINATION OF EXCESS COST.....	40706	4-31
>DFAS-KC (JE)--RECOUPMENT OF EXCESS COSTS.....	40707	4-31

FIGURE

>4-2-1	AUTHORIZATION FOR ADVANCE DEPENDENTS TRAVEL AND/OR DISLOCATION ALLOWANCE.....	4-16b
>4-2-2	CERTIFICATE IN LIEU OF ORDERS.....	4-16f

TABLE

>4-3-1	DLA ENTITLEMENT WHEN MARINE NOT MARRIED TO SERVICE MEMBER.....	4-20
--------	--	------



## CHAPTER 4

## PCS-RELATED TRAVEL ALLOWANCES

## SECTION 1: INTRODUCTION

40101. GENERAL. Additional allowances may be available to Marines ordered a permanent change of station. The remaining sections in this chapter address those allowances. The following table lists each of those allowances and the section which they are located in:

Allowance	Section
Dependents' travel	2
Dislocation allowance	3
Temporary lodging expense allowance	4
Movement of household goods	5
Transportation of privately owned vehicles	6
Mobile home allowances	7



CHAPTER 4

PCS-RELATED TRAVEL ALLOWANCES

SECTION 2: DEPENDENTS' TRAVEL

PART A: GENERAL

40201. REFERENCE. JFTR, volume 1, chapter 5, part C.

>40202. PROCESSING. Process advances, claims, and settlement vouchers for dependents' travel as you would the Marine's travel claim, using the rates prescribed in the reference. The remainder of this section explains exceptions and unique circumstances. Dependent travel entitlements do not always relate directly to a PCS move. This section also explains how to process dependent travel claims when a dependent travels under unusual or emergency circumstances which do not involve a PCS move.

>40203. REQUEST FOR ADVANCE. Marines may request an advance payment of travel and transportation allowances for their dependents. An Authorization for Advance Dependents Travel and/or Dislocation Allowance is shown in figure 4-2-1 and maybe reproduced locally for use in individual travel sections. Its use, however, is not required. Instructions for completion are on the second page of the form.

PART B: ADVANCES

40211. RESTRICTIONS

1. The restrictions for advance payment of the Marine's PCS travel and transportation allowances apply when paying an advance for the Marine's dependents' travel. See paragraph 30203.

2. Marine and Dependents Do Not Travel Concurrently. Do not advance the Marine funds for dependents' travel and transportation allowances if the Marine's dependents will not complete their travel with or before the Marine reports to the new permanent duty station. When the dependents' travel is delayed, the Marine may receive an advance for their travel after reporting to the new duty station.

40212. PREPARATION OF THE PAYMENT VOUCHER. Use a [DD Form 1351](#): Travel Voucher to pay an advance for dependents' travel and transportation allowances. (Chapter 3, section 2, part C, explains how to prepare this form.) Be sure to check the TRANSPORTATION OF DEPENDENTS block in Section 1: PAYMENT FOR. Payment of dependents' allowances may be included on the [DD Form 1351](#) which is used to pay advances for other PCS allowances the Marine is entitled to.

40213. ORDERS ENDORSEMENT. Include the amount advanced for dependents' travel when endorsing the Marine's original orders. For example:

PD ADV/DEP TVL: \$###.## FM: (LOCATION) TO: (LOCATION)

40214. DOCUMENT DISTRIBUTION. Distribute the originals and copies of the Marine's PCS orders and the [DD Form 1351](#) used to pay the advance following the instructions in paragraph 30233.

PART C: CLAIM FOR DEPENDENTS' TRAVEL AND TRANSPORTATION ALLOWANCES

40221. PROCEDURES To claim dependents' travel and transportation allowances, Marines must:

1. Prepare the DD Form 1351-4: Voucher or Claim for Dependent Travel and Dislocation or Trailer Allowance, following the instructions in paragraph 40222, below. Dislocation allowances and reimbursement for the transportation of a mobile home maybe claimed simultaneously on the DD Form 1351-4. (See sections 3 and 7.)

2. Have the commanding officer verify the dependency status of those claimed (paragraph 40223).

>3. Submit the form, along with all supporting documents, to the finance officer for settlement.

40222. COMPLETION OF THE DD FORM 1351-4. Complete the claim for dependents travel and transportation allowances as follows:

1. Heading

a. Leave the BUREAU VOU NO, SUBVOUCHER NO, DO VOUCHER NO, and PAID BY blocks blank.

b. Under the PAYMENT FOR caption, check any and all items that apply.

c. In the SERVICE NO.SSAN block, enter the Marine's social security number.

d. CHECK MAILING ADDRESS block, enter where the dependents established permanent residence. If different from the Marine's, explain why in the REMARKS section on the back of the form.

2. Section I: DEPENDENTS TRAVEL

a. List each dependent and the travel they performed.

(1) Use the spouse's given name (e.g., Alice Norton instead of Mrs. Ralph Norton).

(2) Enter each dependent's relationship. Be specific! (For example, wife, husband, daughter, stepson, parent.)

(3) Include the children's birthdates.

(4) Show the type of transportation used.

(5) Enter the origin and destination of the dependents' travel.

(6) Use a [DD Form 1351-2c](#) to show the dependents' itinerary, if they traveled separately from the Marine.

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b. Under the TRAVEL FROM and TRAVEL TO captions, check the boxes that apply Do not, however, check LAST DUTY STATION.

c. Complete the BONA FIDE RESIDENCE block if the dependents were authorized to travel to a designated place.

3. Section II: DEPENDENTS ACTUAL TRAVEL. Self-explanatory, excepts

a. Do not complete the SPEEDOMETER READING block.

b. In the PORT OF DEPARTURE/PORT OF ARRIVAL blocks, the acronyms mean

(1) APOE: aerial port of embarkation.

(2) APOD: aerial port of debarkation.

4. Section III: OVERSEAS RETURNEE. DEPENDENTS DID NOT TRAVEL OVERSEAS. Complete, if it applies.

5. Section IV: REIMBURSABLE EXPENSES. Complete if claiming reimbursement for actual transportation costs or other expenses. Receipts are required, (See the JFTR, paragraphs U5202, U5212, and U5243-C3a.)

6. SIGNATURE OF CLAIMANT and DATE Block. Sign the form. (The primary dependent may complete and sign this form if the Marine has been officially reported as dead, injured, ill, absent for a period of more than 29 days in a missing status; or upon death.)

7. Section V: TRANSPORTATION OF HOUSE TRAILER. If claiming reimbursement for transportation of a mobile home also, see section 7 of this chapter.

8. Section VI: DISLOCATION ALLOWANCE. See section 3 of this chapter.

9. Section VII: DEPENDENCY STATEMENTS. Not to be completed by the Marine.

10. REMARKS. Provide the following information:

a. If this is the first time a spouse's travel has been claimed, include the date and place of marriage.

b. If the dependents claimed were acquired after the Marine detached from the old duty station but on or before the effective date of orders, include the date and place acquired.

c. An explanation as to why all family members entitled to transportation at Government expense did not travel together or are not included on this claim.

d. An explanation as to why the dependents traveled either from a location other than in the vicinity of the Marine's previous duty station or to a location other than in the vicinity of the Marine's new duty station, or both.

e. The reason a household goods or mobile home shipment was not made.

40223. COMMANDING OFFICER'S CERTIFICATION. The commanding officer must verify the dependency status of legitimate children over 21 years of age incapacitated for self-support, and parents by checking the Marine's service record for the current NAVMC 10922: Dependency Application, approved as required by MCO P1751.3. A parent(s) dependent on the Marine must have submitted an affidavit on which to base dependency. (If the dependency determination is not available, hold the claim until the Marine requests and receives approval.) If the dependency is valid, certify the claim by signing the following statement, to be placed in the REMARKS block:

REMARKS

The dependent(s) named in section I of claim are authorized dependents as determined by the CMC (MHP-20).

\_\_\_\_\_  
Grade/Title Signature of CO or designated representative

PART D: SUPPORTING DOCUMENTS REQUIRED WHEN CLAIMING DEPENDENTS' TRAVEL

40231. BEFORE ORDERS ARE ISSUED

1. Reference JFTR, paragraph U5203.
2. Supporting Certificate. Issued by the PCS order-issuing authority. Should be similar to the following.

I certify that (grade, name, SSN) was officially advised on (date) that orders directing a change of (station/home port) from (location of old to (location of new station) would be issued on or about (approximate date).

or

I certify that (grade, name, SSN) was officially advised on (date) that orders directing (retirement, including disability or temporary disability retirement/discharge/release from active duty/transfer to Fleet Reserve or Fleet Marine Corps Reserve) would be issued on or about (approximate date).

40232. ADVANCE AUTHORITY WAS REQUIRED. Attach a copy of the authorization to the claim.

40233. FROM AN OVERSEAS DUTY STATION--UNUSUAL OR EMERGENCY CIRCUMSTANCES

1. Reference. JFTR, paragraphs U5240.
- >2. Supporting Document. Certificate in lieu of Orders, issued under instructions of the CMC (MM) by the commanding officer. This form appears in figure 4-2-2 and may be reproduced locally.

>3. When the Marine is Transferred to a New Duty Station. If the Marine did not return to the overseas duty station, travel from the designated place to the new duty station is supported by a Certificate in Lieu of Orders, issued by the commander at either the gaining or losing command.

40234. WHEN THE MARINE IS ASSIGNED TO A RESTRICTED AREA

1. Reference. JFTR, paragraph U5222.
2. When Regulations Prohibit Dependents. The Marine's dependents may travel to a designated authorized place. If they do, the instruction or authority prohibiting their travel to a restricted area must appear in the REMARKS block of the DD Form 1351-4.
3. If the Area Commander Prohibited Dependents. The area commander may deny the Marine's request for the dependents' entry. If the dependents travel to an authorized designated place instead, the instruction or authority prohibiting their travel to a restricted area must appear in the REMARKS block of the DD Form 1351-4.
4. When Restrictions Are Removed. The dependents may later be authorized to travel from the designated place to the restricted area. Include the following supporting documents when submitting the travel claim:
  - a. A copy of the Marine's orders.
  - b. Three certified copies of the authority for the dependents to enter the restricted area.
  - c. A certificate, similar to the following:

I certify that travel and transportation for my dependents was previously paid/furnished to a designated place, (name of place), under these orders, and the JFTR, paragraph U5222-D.

\_\_\_\_\_  
Marine's signature

5. When Dependents Travel to Marine's New Duty Station From a Designated Place. Include the following supporting documents when submitting the dependents' travel claim:
  - a. The Marine's previous orders to the restricted area.
  - b. Endorsements and certificates supporting the dependents' travel to a designated place.

c. The Marine's new PCS orders.

d. If the new duty station is overseas, three certified copies of the authority for dependents to enter an overseas area.

40235. WHEN THE MARINE IS TRANSFERRED TO A HOSPITAL FROM A DUTY STATION  
IN CONUS

1. Reference. JFTR, paragraph U5222.
2. Information. Expenses exceeding the entitlement from the old duty station to the hospital will not be paid.
3. Supporting Document. Certificate from the commanding officer of the hospital stating that the period of treatment is expected to be prolonged.

40236. WHEN THE MARINE'S MOBILE UNIT CHANGES HOME PORT OR PERMANENT  
STATION

1. Reference. JFTR, paragraph U5222.
- >2. Supporting Documents. Certificate in Lieu of Orders, issued and signed by the commanding officer or designated representative. (This form appears in figure 4-2-2 and may be reproduced locally.) Enough copies of this form must be issued to satisfy the Naval Supply Systems Command requirement to ship household goods.
3. Information. Orders will not be issued if the Marine
  - a. has no dependents on the effective date of change, unless the Marine is entitled to and intends to ship household goods or a motor vehicle.
  - b. has been, or will be in the near future, issued PCS orders, or
  - c. has less than 6 months' obligated service remaining. If the Marine's services can be spared, separation orders will be issued. If the Marine then extends or reenlists before the unit detaches, separation/relief from active duty orders will be canceled and, if proper, a certificate of change issued.

40237. WHEN DEPENDENTS REMAIN AT PREVIOUS DUTY STATION: MARINE  
RECEIVES PCS ORDERS FROM DUTY STATION

1. Reference. JFTR, paragraph U5203.
2. Supporting Documents. If dependents travel to the most recent duty station, include the following supporting documents:
  - a. Orders directing travel from the station where the dependents remained.
  - b. Orders directing the PCS, if the dependents have traveled/will travel to that station.

40238. WHEN THE MARINE SEPARATES FOR THE PURPOSE OF CONTINUING ON ACTIVE DUTY. See the JFTR, paragraph U5225.

40239. WHEN THE MARINE IS TRANSFERRED TO THE RETIRED LIST/TDRL OR DISCHARGED WITH SEVERANCE/READJUSTMENT PAY. See the JFTR, paragraph U5130 and chapter 5 of this Manual.

40240. WHEN THE MARINE IS DISCHARGED OR RELEASED FROM ACTIVE DUTY. See chapter 5 of this Manual.

40241. FOR STUDENT DEPENDENTS TO ATTEND SCHOOL

1. Reference. See the JFTR, paragraph U5243.
2. Supporting Documents. Include the following with the dependent's travel claim:
  - a. Orders containing
    - (1) the JFTR reference under which the travel is authorized,
    - (2) whether travel is the first or second half of the authorized round trip, and
    - (3) the appropriation data chargeable.
  - b. Certificate issued by competent medical authority (or statement in the orders) if travel by air is
  - c. Certificate issued by appropriate authority if MAC was unavailable and commercial air was used.
  - d. Certificate issued by appropriate authority if a U.S. flag carrier was unavailable and a foreign flag carrier was used.
  - e. The following statement in the REMARKS block of the DD Form 1351-4:

I certify that (name) is enrolled at (name, address of school) as a full time student and meets all the eligibility criteria of the of the JFTR, paragraph U5243.
---

40242. DEPENDENT OUTSIDE CONUS: REQUIRES MEDICAL CARE.

1. Reference. JFTR, paragraph U5240.
2. Supporting Documents
  - a. Orders issued by competent authority approving the transportation of the dependent. (The orders must cite the JFTR, paragraph U5240.

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b. Statement from competent medical official as to the seriousness of the condition and lack of adequate facilities. If a medical official is not available, the order-issuing official must include a statement in the orders.

PART E: SETTLEMENT OF DEPENDENTS TRAVEL CLAIMS

40251. MARINE AND DEPENDENTS DO NOT TRAVEL CONCURRENTLY. If the Marine was advanced funds for dependents' travel and transportation allowances, but the Marine's dependents did not travel to the new permanent duty station with the Marine, obtain a certificate from the Marine stating when the dependents are expected to arrive.

1. More Than 30 Days After the Marine's Reporting Date. If the Marine's dependents will not arrive until more than 30 days after the Marine's reporting date, recoup the amount advanced for dependent's travel and transportation allowances, following the instructions in paragraphs 140102 and 140103.

2. Less Than 30 Days After the Marine's Reporting Date. If the Marine's dependents will arrive within 30 days of the Marine's reporting date, file the Marine's certificate on the left side of the pay record. Hold the file in suspense until the Marine submits a claim for dependents travel and the outstanding advance is liquidated.

>PART F: SPECIAL CIRCUMSTANCES

40261. TRAVEL TO ATTEND BURIAL SERVICES OF A DECEASED MARINE. The following procedures will be used to enable surviving dependents to attend the burial service of a Marine who has died while serving on active duty or had been called (or ordered) to active/inactive duty training.

1. Commands must ensure that the surviving dependents authorized to attend a deceased Marine's burial ceremonies are as described in the JFTR, paragraph U5242, and provided here for convenience: "'Surviving dependents,' ... means the member's spouse, children (includes natural offspring, step, adopted and illegitimate as defined in appendix A) [of the JFTR] who are unmarried and under 21 years of age, or such children, regardless of age, who are incapable of self-support due to mental or physical impairments and who were in fact dependent on the deceased member for over one-half of their support. If there are no surviving dependents, the deceased member's parents (including stepparents or parents by adoption) or any person including a former stepparent, who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became 21 years of age, maybe authorized to travel."

2. The local command assisting the family members may issue an invitational travel order (ITO), which is essentially a letter authorizing the travel. A sample ITO appears in the JFTR, volume 1, chapter 7, part T. This, however, is not an absolute requirement, as time or locality constraints may prohibit it.

3. When the family members have completed their travel, the local command will assist the family members in obtaining and completing the [DD Form 1351-2](#). The command will then forward the travel claim to the CMC (MHP-10) for review. A copy of the original ITO, if issued, and a copy of GTR's used or receipts for personally procured commercial transportation must be attached.

4. CMC (MHP-10) will review the travel claim. If approved, CMC will issue appropriate orders for the family's travel, supply accurate appropriation data, and forward the claim to the DFAS-KC (EYCT) for payment. EYCT will not settle the claim without MHP-10's authorization.

5. Dependents should be advised of the transportation services which maybe used between the next-of kin's home and the hospital/burial site and for which they maybe reimbursed. These include one or a combination of the following:

- a. Transportation in kind or a transportation request.
- b. Reimbursement for the cost of personally procured transportation.
- c. A monetary allowance of \$.24 per mile for the official distance traveled by POV.

6. When surviving dependents perform travel to attend the Marine's burial ceremony, they are entitled to a per diem allowance in connection with the travel performed, Per diem is paid at the rate of \$50 per day in CONUS or the applicable rate outside CONUS, but may not be paid for more than 2 days. (See the JFTR, paragraph U5242 for exceptions.)

40262. VISITATION OF SERIOUSLY ILL/INJURED MARINE. The following procedures will be used when the condition of a seriously ill or injured Marine warrants the presence of family members:

1. The appropriate command will assist family members in obtaining transportation to the hospital where the Marine is hospitalized, when possible. Because haste is often crucial, however, the family members may choose to obtain such transportation independently.

2. Once the travel is complete, the command will assist the family members in completing the [DD Form 1351-2](#). While preparing the travel claim, commands should advise the family of the following:

- a. Not more than two family members maybe provided round trip transportation. The command must ensure that family members include only those individuals stated in the JFTR, paragraph U5246, and restated here: "The member's spouse, children (including step, adopted, and illegitimate children), siblings of the member and parents of the member (includes fathers and mothers through adoption and persons who have stood in loco parentis to the member for a period of not less than 1 year immediately before the member entered the uniformed service). However, only one father and mother or their counterparts may be recognized in any one case."

- b. Reimbursement of the expenses prescribed in the JFTR, paragraph U5212, is authorized in connection with the travel performed. Payment of per diem is not authorized.

- c. Travel is authorized only from the next-of-kin's home to the hospital and return.

3. The command will then forward the travel voucher to the CMC (MHP-10) for review. This claim must be supported by the following:

- a. Two written statements: one from the attending physician/surgeon and one from the commander/head of the medical facility having military control over the Marine. These statements must affirm that the presence of the next-of-kin is necessary for the health and welfare of the Marine. (This is required by the JFTR, paragraph U5246,)

- b. A copy of the GTR (if used) or receipts for personally procured commercial transportation.

4. CMC(MHP-10) will review the travel claim. If approved, CMC will issue appropriate orders for the family's travel, supply accurate appropriation data, and forward the claim to the DFAS-KC (EYCT) for payment. EYCT will not settle the claim without MHP-10's authorization.

MCTIM

5. Dependents should be advised of the transportation services which may be used between the next-of-kin's home and the hospital/burial site and for which they may be reimbursed. These include one or a combination of the following:

- a. Transportation in kind or a transportation request.
- b. Reimbursement for the cost of personally procured transportation.
- c. A monetary allowance of \$.24 per mile for the official distance traveled by POV.

40263. MARINE OFFICIALLY REPORTED AS DEAD, INJURED, ILL, ABSENT FOR A PERIOD OF MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH

1. Entitlement. The dependent's entitlement to travel and transportation allowances are explained in the JFTR, paragraph U5241.

2. Advance Payment. The finance office servicing the local command may provide an advance to the dependents.

a. When paying an advance, notify DFAS-KC (EYCT) by message. Include the following information:

- (1) Marine's grade and SSN.
- (2) Name of the payee, and his/her relationship to the Marine.
- (3) Date of Marine's death.
- (4) Amount and date of payment.
- (5) DOV number.
- (6) DSSN.

b. Forward a vouchered copy of the [DD Form 1351](#): Travel Voucher to the DFAS-KS (EYCT) to support the payment. Do NOT forward these vouchers by bulk mail; instead, forward them by separate letter of transmittal.

3. Government Furnished Transportation. If the dependents request transportation to a place to which travel must be approved, approval must be obtained from CMC (MHP-10).

4. Final Settlement. Upon completion of travel, the primary dependent will complete a DD Form 1351-4: Voucher or Claim for Dependent Travel and Dislocation or Trailer Allowance. Instructions for completing this form can be found in part C of this section. The dependent must then forward this form and required supporting documentation, indicated below, to the DFAS-KC (EYCT).

a. If en route to a new duty station when the Marine died, the Marine's orders was required.

b. A copy of the official status report.

c. Incident to a Reported Casualty Status. CMC (MHP-10) must approve travel to any location other than the Marine's home of record or the residence of dependents.

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5. Dependents should be advised of the transportation services which may be used between the next-of-kin's home and the hospital/burial site and for which they may be reimbursed. These include one or a combination of the following:

- a. Transportation in kind or a transportation request.
- b. Reimbursement for the cost of personally procured transportation.
- c. A monetary allowance of \$.24 per mile for the official distance traveled by POV.

>4-16c

Ch 1

MCTIM

<b>AUTHORIZATION FOR ADVANCE-DEPENDENTS TRAVEL AND/OR DISLOCATION ALLOWANCE</b>		
<b>SECTION A</b>		
NAME OF INDIVIDUAL (Last, First, MI)	GRADE	SSN
UNIT	PEBD	DATE OF DETACHMENT
I desire advance payment of <input type="checkbox"/> DISLOCATION ALLOWANCE <input type="checkbox"/> DEPENDENTS' TRAVEL ALLOWANCE		
<b>SECTION B - DEPENDENTS TRAVEL</b>		
I CERTIFY that my dependents will relocate from _____ (Street, City, and State)		
To: _____ (City, and State)		
where they will establish a bona fide residence incident to my permanent change of station. The following dependents are eligible for transportation in accordance with JFTR, paragraph U5203.		
NAME (Last, First, MI)	RELATIONSHIP	DATE OF BIRTH
I understand that, in the event my dependents do not relocate, repayment of the advance is subject to immediate recoupment action. I anticipate travel to begin on _____ and to be completed by _____. (Day, Month, Year) (Day, Month, Year)		
I applied for shipment/storage of household effect or a "DITY" move on _____. (Day, Month, Year)		
<b>SECTION C - DLA (OWN RIGHT)</b>		
<input type="checkbox"/> I hereby make application for advance payment of dislocation allowance incident to my permanent change of station to:  _____ (New permanent duty station)		
In the event Government quarters are permanently assigned at the new permanent duty station, I understand that the advance payment of dislocation allowance must be repaid immediately upon reporting.		
Applicant's signature	Date	

► Figure 4-2-1.--Authorization for Advance Dependents Travel and/or Dislocation Allowance.

COMPLETION INSTRUCTIONS

Complete the first page as explained below:

Section A

Include standard identifying information about yourself.

Indicate whether you want to receive an advance payment for your dependents' travel, for dislocation allowance, or both.

Section B

Identify your dependents' present address and the city they intend to move to.

List each dependent that intends to relocate, his/her relationship to you, and the dependent's date after birth.

Identify the date the travel will begin and terminate.

If you have arranged for the shipment of your household effects, indicate the date this occurred.

Section C

If you have no dependents, you may claim an advance payment of DLA (own right) by completing this portion of the form. Indicate your new permanent duty station.

As stated on the front of the form, if you are assigned Government quarters at your new permanent duty station, the advance payment of dislocation allowance must be repaid.

Applicant's Signature

Your signature verifies the correctness of the information which you have supplied.

>Figure 4-2-1.--Authorization for Advance Dependents Travel and/or Dislocation Allowance--Continued.

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CERTIFICATE IN LIEU OF ORDERS

	GRADE	SSN	DATE				
PART I	<input type="checkbox"/> SEPARATION WITHOUT ORDERS CERTIFICATE: IN CONNECTION WITH TRAVEL CLAIM, I CERTIFY THAT THE RECORD OF THE ABOVE NAMED MARINE SHOWS THE FOLLOWING:						
	HONORABLY DISCHARGED AT (Name and location of activity)						
	DETACHED (Time and date)	PEBD					
	LAST PERMANENT DUTY STATION						
	PLACE TO WHICH MILEAGE FOR TRAVEL ELECTED						
	REGULAR	RESERVE					
	HOME OF RECORD AT LAST ENLISTMENT (City and State)	HOME OF RECORD AT TIME OF LAST ASSIGNMENT TO ACTIVE DUTY (City and State)					
	PLACE OF ACCEPTANCE AT LAST ENLISTMENT (City and State)	PLACE FROM WHICH ORDERED TO ACTIVE DUTY (City and State)					
PART II	<input type="checkbox"/> ALERT UNIT CERTIFICATE: IN CONNECTION WITH TRANSPORTATION OF HOUSEHOLD EFFECTS, I CERTIFY THAT THE COMMANDANT OF THE MARINE CORPS HAS ALERTED THIS UNIT THAT IT WILL BE TRANSFERRED TO A RESTRICTED PERMANENT DUTY STATION OUTSIDE THE UNITED STATES WITHIN 90 DAYS.						
	UNIT DESIGNATION	PERMANENT DUTY STATION	DATE ALERTED				
PART III	<input type="checkbox"/> CHANGE OF HOME PORT/PERMANENT STATION OF MOBILE UNIT CERTIFICATE: IN CONNECTION WITH TRANSPORTATION OF DEPENDENTS AND SHIPMENT OF HOUSEHOLD EFFECTS, I CERTIFY THAT THE COMMANDANT OF THE MARINE CORPS OR CHIEF OF NAVAL OPERATIONS HAS DIRECTED THE CHANGE OF HOME PORT/PERMANENT STATION OF THIS VESSEL/UNIT.						
	OLD STATION/PORT	NEW STATION/PORT	EFFECTIVE DATE				
PART IV	<input type="checkbox"/> DEPENDENTS TRAVEL UNDER UNUSUAL OR EMERGENCY CONDITIONS: TRANSPORTATION OF DEPENDENTS HAS BEEN APPROVED AS THE RESULT OF CONDITIONS SPECIFICALLY PROVIDED FOR BY JFTR, par U5240.						
	LOCATION OF OVERSEAS STATION	DESIGNATED DESTINATION	EFFECTIVE DATE				
PART V	<input type="checkbox"/> DESIGNATED SHIP OR STAFF CERTIFICATE: IN CONNECTION WITH TRANSPORTATION OF DEPENDENTS AND SHIPMENT OF HOUSEHOLD EFFECTS, I CERTIFY THAT THE COMMANDANT OF THE MARINE CORPS HAS DESIGNATED THIS UNIT TO OPERATE IN AN OVERSEAS AREA FOR A CONTEMPLATED CONTINUOUS PERIOD OF ONE YEAR OR MORE.						
	UNIT DESIGNATION	PERMANENT DUTY STATION	DATE DESIGNATED				
TO BE USED IN CONJUNCTION WITH ANY OF THE ABOVE PARTS, AS APPLICABLE:							
<input type="checkbox"/> FAVORABLE DEPENDENCY DETERMINATION FOR THE FOLLOWING PERSON(S) HAS BEEN MADE AS EVIDENCED BY THE CURRENT COPY OF THE DEPENDENCY APPLICATION (NAVMC 10922) DATED _____ AND CONTAINED ON VIS screen JRE							
	NAME (Last, First, Middle Initial)	RELATIONSHIP	DATE OF BIRTH				
PART VI	<input type="checkbox"/> LAST PLACE MARINE WAS REIMBURSED OR TRANSPORTATION REQUEST WAS FURNISHED AND USED FOR TRANSPORTATION OF DEPENDENTS (City and State):						
	ACCOUNTING AND APPROPRIATION DATA — ACCOUNTING CLASSIFICATION						
	APPROPRIATION SYMBOL AND SUBHEAD	OBJECT CLASS.	BUREAU CONT. NO.	SUB. ALLOT.	AUTH'N ACCT'G ACTY.	TRANS. TYPE	PROPERTY ACCT'G ACTY.
	DATE		TYPED NAME AND SIGNATURE OF CERTIFYING OFFICER			ISSUING ACTIVITY	

FORM 1000-640-197 / 178 REVISION NO. 4

➡ Figure 4-2-2.--Certificate in Lieu of Orders.

4-16f  
Ch 1

CHAPTER 4

PCS-RELATED TRAVEL ALLOWANCES

SECTION 3: DISLOCATION ALLOWANCE

PART A: GENERAL

40301. REFERENCE. JFTR, volume 1, chapter 5, part C.

40302. PAYMENT OF A SECOND DISLOCATION ALLOWANCE DURING A FISCAL YEAR. If a Marine claims more than one dislocation allowance during a fiscal year, request the CMC (MM) determine if the needs of the service required it. Follow the instructions in MCO P10000.6.

40303. RULES FOR DETERMINING ENTITLEMENT. See table 4-3-1 and the JFTR, volume I, table 5-6-1, for member-to-member entitlements.

>40304. REQUEST FOB ADVANCE. Marines may request an advance payment of dislocation allowances, in conjunction with a PCS move, if otherwise entitled. An Authorization for Advance Dependents Travel and/or Dislocation Allowance is shown in figure 4-2-1 and may be reproduced locally for use in individual travel sections. Its use, however, is not required. Instructions for completion are on the second page of the form.

PART B: ADVANCE PAYMENT OF DLA

40311. PREPARATION OF THE PAYMENT VOUCHER. Use a [DD Form 1351](#): Travel Voucher to pay an advance for dislocation allowance. (Chapter 3, section 2, part c, explains how to prepare this form.) Be sure to check the DISLOCATION ALLOWANCE block in Section 1: PAYMENT FOR. Payment of DLA may be included on the [DD Form 1351](#) which is used to pay advances for other PCS allowances the Marine is entitled to.

40312. ORDERS ENDORSEMENT. Include the amount advanced for DLA when endorsing the Marine's original orders. See paragraph 20111 for an example:

PD ADV/DLA: \$333.33 FM: (LOCATION) TO: (LOCATION)

40313. DOCUMENT DISTRIBUTION. Distribute the originals and copies of the Marine's PCS orders and the [DD Form 1351](#) following the instructions in paragraph 30233.

PART C: CLAIMS FOR DLA

40321. SUPPORTING DOCUMENTS. The same supporting documents required for the Marine's and the Marine's dependents' travel claims must support a claim for DLA. In addition, a Marine entitled to DLA (own right) must submit a 'no government quarters assigned' endorsement from the housing officer or commanding officer at the new permanent duty station.

40322. MARINE ENTITLED TO DLA AT WITH DEPENDENT RATE

1. If the Marine and Dependents Travel Concurrently/Dependents Travel in Advance of Marines. A Marine should include a claim for DLA on the DD Form 1351-4: Voucher or Claim for Dependent Travel and Dislocation or Trailer Allowance which is used to claim dependent travel allowances. (Paragraph 40222 explains how to complete this form.) When completing this form, enter the number of times DLA has been claimed this fiscal year in section VI: DISLOCATION ALLOWANCE on the reverse of the form.

2. Marine Travels in Advance of Dependents. A Marine may relocate to the new permanent duty station before the dependents move. When this occurs, and if the Marine is not assigned Government quarters, the Marine may claim DLA (own right) on the DD Form 1351-2: Travel Voucher or Subvoucher used to claim other PCS travel allowances. Once the dependents relocate, the Marine may then claim DLA at the with dependents rate, and be paid the difference between the two rates.

40323. MARINE ENTITLED TO DLA (OWN RIGHT). A Marine may include a claim for DLA on the DD Form 1351-2: Travel Voucher or Subvoucher used to claim other PCS travel allowances. (Paragraph 30311 explains how to complete this form.) In addition, the Marine needs to include the following information:

1. CHECK MAILING ADDRESS Block. The Marine's former and present address.
2. ORGANIZATION AND STATION Block. The former and present organization and station the Marine was assigned to.
3. Explanation. In either section 5: REIMBURSABLE EXPENSES or in the REMARKS block on the back of the form, the following statement:

This is the (ordinal number) claim for  
a DLA based on a PCS in (fiscal year).

PART D: SETTLEMENT OF CLAIM FOR DLA

40331. CLAIM COMPLETION

1. If Marine and Dependents Travel Concurrently/Marine's DD Form 1351-2 Available. Make the following additional entries on the DD Form 1351-2:
  - a. Cross out Reimbursable Expenses in the SUMMARY OF PAYMENT block on the right side, and write in DLA w/depn.
  - b. In block 15: ACCOUNTING CLASSIFICATION, include a line containing the DLA appropriation. Cite DLA at the with/dependents rate.
2. If Marine Travels Alone. Make the following additional entries on the DD Form 1351-2:
  - a. Cross out Reimbursable Expenses in the SUMMARY OF PAYMENT block on the right side, and write in DLA(OR).

b. In block 15: ACCOUNTING CLASSIFICATION, include a line containing the DLA appropriation. Cite DLA at the without dependents rate.

3. When Dependents Arrive Subsequent to the Marine

a. Write the amount to which the Marine is entitled for DLA. If the Marine had been assigned government quarters, this will equal the full amount of DLA at the with dependent rate on the effective date of orders. If the Marine had not been assigned government quarters, this will be the difference between DLA(OR) and DLA with dependents on the effective date of orders.

b. In the accounting classification section, include a line containing the DLA appropriation. Cite the amount of DLA to which the Marine is entitled.

40332. DEPENDENT TRAVEL RECORD. Enter the amount paid for DLA on the next available block of the NAVMC 118(21): Dependent Travel Record.

40333. ORDERS ENDORSEMENT. Include the amount paid for DLA when endorsing the Marine's original orders. See paragraph 20111.

40334. DOCUMENT DISTRIBUTION. Distribute the originals and copies of the Marine's PCS orders and supporting documents following the instructions in paragraph 30233.

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Table 4-3-1 -- DLA Entitlement When Marine Not Married To Service Member.

R U L E	A	B	C
	If a Marine	and	then the Marine is entitled to DLA in an amount equal to the monthly BAQ
1	has command-sponsored dependents	orders are issued evacuating the dependents to a designated place (note 1)	payable at the current pay grade as a Marine with dependents
2	is stationed overseas and has command-sponsored dependents	Marine receives PCS orders to CONUS (note 2)	
3		Marine receives PCS orders from an overseas restricted area (note 3)	
4	dependents who are authorized to move in connection with a PCS	Marine completes a PCS and relocates household incident to an alert notice of assignment to a restricted overseas area (JFTR, paragraphs U5240-H and U5630-I) (notes 3 and 4)	
5	dependents who are authorized to move and actually move in connection with a PCS	one or more dependents complete travel (notes 2 and 4)	to which entitled as a Marine with dependents on the effective date of PCS orders
6	no dependents who are authorized to move at Government expense on the orders	Marine is transferred to a permanent station, and is not assigned permanent Government quarters (note 5)	at the without dependents rate on the effective date of PCS orders
7	does not relocate dependents incident to a PCS		

NOTE 1: May be paid before evacuation of dependents, but must be refunded or adjusted if one or more of the Marine's dependents do not actually move to a designated place and household is not relocated.

NOTE 2: Not payable unless one or more of the Marine's dependents actually move and household is relocated.

NOTE 3: May be paid when dependents complete travel to the designated place, but must be refunded or adjusted if the Marine's PCS orders are canceled or revoked before the effective date.

NOTE 4: Orders directing PCS must be published when dependent travel is performed.

NOTE 5: The commander or designee of the Marine's new permanent duty station (PDS) must certify that the Marine was not assigned permanent Government quarters at that station.

CHAPTER 4

PCS-RELATED TRAVEL ALLOWANCE

SECTION 4: TEMPORARY LODGING EXPENSE ALLOWANCE

40401. REFERENCE. JFTR, volume 1, chapter 5, part H.

40402. ADVANCES. Advance payment of TLE is not authorized.

40403. CLAIMS. A Marine should claim TLE on the travel claim. The following statement must appear on the claim:

I certify that (I and/or my dependents listed on this claim) incurred temporary lodging expenses on (inclusive dates). The temporary lodgings (did/did not) have facilities available to prepare and eat meals.

1. The claim maybe included on the same form(s) (DD Form 1351-2 or 1351-4) used to claim the Marine's and the Marine's dependents' travel, unless temporary lodgings were not occupied until more than 5 days after the Marine reported.
2. When temporary lodgings are not occupied until more than 5 days after the Marine reports, the Marine must submit the claim as a supplemental travel claim on a DD Form 1351-2 or 1351-4, as appropriate.
3. If only the Marine's dependents occupied temporary lodging, the claim must be made on the DD Form 1351-4: Voucher or Claim for Dependent Travel and/or Dislocation Allowance.

40404. SUBMISSION REQUIREMENTS/SUPPORTING DOCUMENTS. Marines should submit claims for TLE with the claims for other travel and transportation allowances that Marine is entitled to. The Marine must submit the original and three copies of the PCS travel orders, including all endorsements, when submitting a supplemental claim. In addition, the following supporting documents are required regardless of when the claim is submitted:

1. A statement of nonavailability of Government quarters, obtained from the local commanding officer if Government quarters were not available. (If the Marine's old or new duty station is not located at a post, camp, station, base, or depot, or if the old or new duty station is in a city or metropolitan area, the statement of nonavailability is not required.)
2. Receipts for lodging.

40405. COMPUTATION OF AMOUNT DUE. The JFTR, paragraph U5710, provides the rates payable and computation procedures.

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40406. CLAIM COMPLETION. Indicate the amount paid for TLE on the travel claim, or covering travel voucher. Include a separate line of appropriation data for TLE expenses. Cite the amount of TLE the Marine was entitled to.

40407. ORDERS ENDORSEMENT. Include the amount paid for TLE when endorsing the Marine's original orders. See paragraph 20111.

40408. DOCUMENT DISTRIBUTION. Distribute the originals and copies of the Marine's PCS orders and supporting documents following the instructions in paragraph 30233.

CHAPTER 4

PCS-RELATED TRAVEL ALLOWANCES

SECTION 5: HOUSEHOLD GOODS

PART A: REFERENCES

40501. GENERAL. JFTR, volume 1, chapter 5, part D and MCO P4600.7

40502. ADVANCES. JFTR, paragraphs U5385 and U5320.

PART B: ADVANCES

40511. ENTITLEMENT. Marines who elect to move their household goods under the do-it-yourself (DITY) program may receive an operating allowance, if otherwise authorized.

40512. PREPARATION OF THE ADVANCE PAYMENT VOUCHER. Use a [DD Form 1351: Travel Voucher](#) to pay an advance for movement of household goods. (Paragraph 30222 explains how to prepare this form.) In block #9 of Section I: PAYMENT FOR, enter 'Operating Allowance for DITY Move of HHG'. Payment of this advance may be included on the [DD Form 1351](#) which is used to pay advances for other PCS allowances the Marine is entitled to.

40513. ORDERS ENDORSEMENT. Include the amount advanced for an operating allowance when endorsing the Marine's original orders. See paragraph 20111.

40514. DOCUMENT DISTRIBUTION. Distribute the originals and copies of the Marine's PCS orders and the [DD Form 1351](#) following the instructions in paragraph 30233.

PART C: CLAIMS FOR DITY MOVEMENT OF HOUSEHOLD GOODS

40521. CLAIMS FOR FINAL SETTLEMENT

1. Local Moves. The Marine must prepare a DD Form 1351-4: Voucher or Claim for Dependent Travel and Dislocation or Trailer Allowance. This form must be submitted within 3 working days after the Marine reports to the new permanent duty station. If not, the commanding officer will instruct the finance officer to collect the total amount of the advance, if any.

2. Other Than Local Moves. The Marine must prepare a DD Form 1351-4: Voucher or Claim for Dependent Travel and Dislocation or Trailer Allowance. This form, together with those items noted below, must be submitted to the commanding General, Marine Corps logistics Base (Code 470), Albany, GA 31704-5000 for final settlement and payment of incentive pay, if any. In this is not done within 45 days, the commanding officer will instruct the finance officer to collect the full amount advanced, if any.

- a. Copy of applicable orders; e.g., PCS, separation, discharge, or DD Form 214.
- b. Copy of all receipts for vehicle rental, gas, oil, moving aids, and any applicable toll charges.
- c. Copy of all weight validated tickets.

40522. EXCESS COSTS INCURRED IN SHIPPING HOUSEHOLD EFFECTS. Funds must be collected from the Marine if

- \* the shipment cost more than the amount the Marine was entitled to, or
- \* the Marine did not provide required weight certificates.

>40523. MCLB--DETERMINATION OF EXCESS COSTS. The Commanding General (A470), Marine Corps logistics Base, Albany, Georgia will determine when the cost of shipping a Marine's household goods or PCS DITY move exceeds the Marine's entitlement. The MCLB will prepare a [DD Form 139](#): Pay Adjustment Authorization (PAA), and forward the original to the DFAS-KC (JE) and a copy to the Marine.

>40524. DFAS-KC (JE)--RECOUPMENT OF EXCESS COSTS. Upon receipt of the [DD Form 139](#) from the MC LB, the DFAS-KC (JE) will use the following disbursing diary entry to check the Marine's MMPA for the excess costs in shipping household effects:

(TTC 592)	CHER/TRVL-				0000	\$	
Bureau control number (five digits, slash, and one-digit suffix)							
Authorization accounting activity							
Type							
Travel order number							
Cost code (three-digit pay group, four zeros, and five-digit PAN)							
Amount (not to exceed \$9999.99)							
Effective date of checkage							

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This statement activates the delayed checkage process, explained in MCO P7220.31.

Include a history statement on the disbursing diary. Provide the following information:

- \* reason for the checkage,
- \* number of the DOV on which the contractor's charges were paid,
- \* date of the DOV, and
- \* DSSN.

A sample follows:

HIST: COLLECTION AS RESULT OF FAILURE TO PROVIDE TARE AND GROSS WEIGHT RECEIPTS FOR PCS MOVE AS REQUIRED. ADVANCED OPERATING ALLOWANCE PAID ON DOV \_\_\_\_\_ DTD \_\_\_\_\_ BY DSSN \_\_\_\_\_

PROVIDE A COPY OF THE DISBURSING DIARY PAGE ON WHICH THESE STATEMENTS APPEAR TO THE LOCAL FUND ADMINISTRATOR OF THE APPROPRIATION CREDITED.

4-25

Ch 1



MCTIM

CHAPTER 4

PCS-RELATED TRAVEL ALLOWANCES

SECTION 6: TRANSPORTATION OF PRIVATELY OWNED VEHICLES

40601. REFERENCES. JFTR, volume 1, chapter 5, part E.



CHAPTER 4

PCS-RELATED TRAVEL ALLOWANCES

SECTION 7: MOBILE HOME ALLOWANCES

40701. REFERENCE. JFTR, volume 1, chapter 5, part F.

40702. ADVANCES

1. Self Haul. Process an advance to an eligible Marine who is transporting a mobile home following the instructions in chapter 3, section 2.

2. Commercial Haul. Refer Marines desiring to have their mobile homes transported commercially to the transportation household goods shipping office. That office will obtain/issue a Government bill of lading to ship the mobile home.

3. Commercial Haul - Marine Arranges Shipment. A Marine must have obtained written authorization from the traffic management officer to arrange for the shipment of the mobile home. Provide the Marine a travel advance as authorized by the JFTR, paragraph U5560.

40703. CLAIM COMPLETION. The Marine should prepare the DD Form 1351.4: Voucher or Claim for Dependent Travel and Dislocation or Trailer Allowance to claim allowances for the transportation of a mobile home.

1. Mobile Home Used as a Residence for the Marine Only. Do not complete sections on the form dealing with dependents' travel.

2. Mobile Home Used as a Residence for the Marine and Dependents or Dependents Only. Complete sections of this form dealing with dependents' travel. Do this even if only claiming allowances for the transportation of a mobile home.

40704. SUPPORTING DOCUMENTS. The original and two copies of the entire series of orders, or certificate in lieu of orders, with all endorsements. If the mobile home was shipped between points other than those authorized, include a statement explaining why. Additional supporting documents include:

1. Change of Home Port or Permanent Station of a Mobile Unit. Original and two copies of the certificate from the commanding officer.

2. Transported Before Orders Were Issued. Certificate from the commanding officer or designated representative, similar to the following:

I certify that (grade, name, SSN) was officially advised on (date) that orders directing a change of (station/home port) from (location of old station) to (location of new station) would be issued on or about (approximate date).

or

I certify that (grade, name, SSN) was officially advised on (date) that orders directing (retirement, including disability or temporary disability retirement/discharge/release from active service/transfer to Fleet Reserve or Fleet Marine Corps Reserve) would be issued on or about (approximate date).

3. Marine Arranged

a. Original and two copies of the traffic management officer's written authorization or approval.

b. Two copies of evidence of transportation, such as a bill, a receipt, copy of the bill of lading, or similar document. Include the name and address of the commercial transporter and the points the mobile home was transported between.

c. A statement in the following format:

I certify that the mobile home belonged to and was used by myself (or dependents) before the effective date of my orders. The mobile home is not intended directly or indirectly for any other person or persons, sale, barter, exchange, or for accommodations of other persons. Shipment was made at expense under identical orders which support this claim. (Show GBL number, weight, date, point of origin, and destination of such shipment.)

\_\_\_\_\_  
Signature of Claimant

4. Marine is Transferred to a Hospital. Include a certificate from the commanding officer of the hospital when a Marine's treatment is prolonged. This is when a Marine is hospitalized from a duty station in the United States, or is transferred from one hospital to another for treatment.

40705. FINAL SETTLEMENT. After arriving at the permanent duty station, the Marine should submit the DD Form 1351-4 to the local disbursing officer. The disbursing officer will determine the dependents' travel and transportation allowances (if any). Then, the disbursing officer will forward the claim to the Commanding General, Marine Corps Logistics Base (Code 470), Albany, GA 31704-5000.

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40706. MCLB - DETERMINATION OF EXCESS COST. The commanding General (Code 470), Marine Corps Logistics Base, Albany, Georgia, will determine when the cost of transporting a Marine's mobile home exceeds the Marine's entitlement. The MCLB will prepare a [DD Form 139](#): Pay Adjustment Authorization (PAA), and forward the original to the DFAS-KC (JE) and a copy to the Marine.

40707. DFAS-KC (JE) -- RECOUPMENT OF EXCESS COSTS. Upon receipt of the [DD Form 139](#) from the MCLB, the DFAS-KC (JE) will process as indicated in paragraph 40524.

4-31

Ch 1

SEPARATION TRAVEL

PARAGRAPH PAGE

SECTION 1: GENERAL

GENERAL.....	50101	5-3
CATEGORY I SEPARATEES.....	50102	5-3
CATEGORY II SEPARATEES.....	50103	5-3
CATEGORY III SEPARATEES.....	50104	5-3
SEPARATEE DIES AFTER RETIREMENT/RELEASE.....	50105	5-3

SECTION 2: ADVANCE/PARTIAL PAYMENTS

PART A: ENTITLEMENT

GENERAL.....	50201	5-5
ENTITLEMENT.....	50202	5-5
LEAVE AWAITING SEPARATION.....	50203	5-6

PART B: COMMANDING OFFICER'S RESPONSIBILITIES

GENERAL.....	50211	5-6
CERTIFICATE IN LIEU OF ORDERS.....	50212	5-6
>SEPARATION TRAVEL PAY CERTIFICATE.....	50213	5-6
>AUTHORITY FOR DEPENDENT TRAVEL/SHIPMENT OF HOUSEHOLD EFFECTS PRIOR TO A MARINE'S DATE OF SEPARATION.....	50214	5-6a

PART C: MARINE'S RESPONSIBILITIES

>COMPLETION OF <a href="#">NAVMC 11060</a> .....	50221	5-7
--	-------	-----

	PARAGRAPH	PAGE
PART D: FINANCE OFFICER'S RESPONSIBILITIES		
>PAY SECTION'S ACTION.....	50231	5-7
>TRAVEL SECTION'S ACTION.....	50232	5-7
RESTRICTIONS.....	50233	5-7
COMPUTATION OF TRAVEL ADVANCES.....	50234	5-7
CLAIMS PACKAGE.....	50235	5-8
SUSPENSE FILE.....	50236	5-8

## SECTION 3: CLAIM/SETTLEMENT

## PART A: ENTITLEMENT

CATEGORY/SEPARATEES.....	50301	5-11
CATEGORY II SEPARATEES.....	50302	5-11
CATEGORY III SEPARATEES.....	50303	5-12

## PART B: CLAIM SUBMISSION REQUIREMENTS

METHOD OF CLAIM SUBMISSION.....	50311	5-12
SUPPORTING DOCUMENTS.....	50312	5-12

## PART C: SETTLEMENT OF SEPARATION CLAIM

PROCEDURES.....	50321	5-12
>MARINE DUE FUNDS FOR SEPARATION TRAVEL.....	50322	5-13
>MARINE OVERPAID FOR SEPARATION TRAVEL-- RECOUPMENT ACTION.....	50323	5-14

## FIGURE

>5-2-1 SEPARATION/TRAVEL PAY CERTIFICATE.....	5-9
>5-2-2 SEPARATION TRAVEL CLAIM INFORMATION.....	5-10

CHAPTER 5

SEPARATION TRAVEL

SECTION 1: GENERAL

50101. GENERAL. Marines must perform separation travel before they can be reimbursed. Separation travel allowances for Marines and their dependents are based on the type of separation and how much of the contract was fulfilled. The different types of separations are grouped into three categories and defined in the following paragraphs.

50102. CATEGORY I SEPARATEES. Category I separatees are honorably separated under the following conditions:

1. Have completed at least 90 percent of the initial active duty enlistment period or other initial service commitment.
2. Medical reasons.
3. Hardship.
4. Initial enlistment contract or other initial service commitment reduced by the CMC or the Secretary of the Navy.

50103. CATEGORY II SEPARATEES. Category II separatees are separated under the following conditions:

1. Honorably, having completed less than 90 percent of their initial active duty enlistment or other initial service commitment.
2. Discharged under other than honorable conditions.

50104. CATEGORY III SEPARATEES. Category III separatees are separated under the following conditions:

1. Retired.
2. Transferred to the Fleet Marine Corps Reserve (FMCR).
3. Placed on the temporary disability retired list (TDRL).

50105. SEPARATEE DIES AFTER RETIREMENT/RELEASE. See JFTR, paragraph U5230.

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CHAPTER 5

SEPARATION TRAVEL

>SECTION 2: ADVANCE/PARTIAL PAYMENTS

PART A: ENTITLEMENT

50201. GENERAL. Advance payments of separation travel allowances must be less than the amount the Marine is expected to be entitled to. Except for advances made to category III separatees, advance payments will be processed as a partial settlement of prorated entitlements.

>50202. ENTITLEMENT

1. Category I separatees may receive a partial payment of MALT equal to entitlement to the place to which the Marine intends to travel, not to exceed MALT entitlement to the Marine's home of record or place of enlistment. The Marine may receive 75 percent of MALT to the place to which they intend to travel and establish a permanent residence for their dependents. Again, this must not exceed 75 percent of MALT to the Marine's home of record or place of enlistment. Partial payment of per diem is not authorized.

2. Category II separatees may be provided transportation in kind by the least expensive mode available, or the Marine may elect to be paid an amount. If the Marine does not choose to be provided transportation they may receive a partial payment equal to 75 percent of the cost to the place to which the Marine intends to travel by the least expensive mode available. This must not exceed 75 percent of the cost to the Marine's home of record or place of enlistment. If the Marine has been issued a GTR, no partial payment is authorized.

a. Dependents of a Marine who has completed less than 90 percent of this initial active duty enlistment or other initial service commitment, but is discharged under honorable conditions, may be provided transportation by the least expensive mode available. The Marine may, instead, receive a partial payment equal to 75 percent to the place to which they intend to travel and establish a permanent residence by the least expensive mode available, not to exceed 75 percent of the cost to the Marine's home of record or place of enlistment.

b. Dependents of a Marine who is discharged under other than honorable conditions may be entitled to an advance of 75 percent of travel and transportation allowances based on the mode of transportation to be used. These allowances are authorized from the place to which the dependent(s) were last transported at Government expense to a designated place specified by the individual who has authorized the transportation. (See JFTR, paragraph U5240).

(1) When the dependents travel by POV, the discharged Marine cannot be considered an authorized traveler. The dependent spouse will be allowed \$.15 per mile and a flat per diem of \$50 per day. Additional dependents will be entitled to applicable rates.

(2) When the dependent(s) travel by commercial means or by transportation request, the dependents will be entitled travel and transportation allowances plus per diem, as authorized in the JFTR, paragraph U5203 and U5210

3. Category III separatees may receive an advance payment equal to travel and transportation allowances for the mode of transportation actually used from the place of separation to the place to which they travel. Per diem is based on the mode of travel actually used. This may not exceed the entitlement

the Marine would receive if travel was performed entirely by POC. For dependents, see JFTR, paragraph U5205.

50203. LEAVE AWAITING SEPARATION. Advance/partial payment of separation travel allowances may be paid to Marines authorized leave while awaiting separation.

PART B: COMMANDING OFFICER'S RESPONSIBILITIES

50211. GENERAL. This part explains the actions the commanding officer must take so that the Marine maybe provided a partial/advance payment of separation travel allowances.

>50212. CERTIFICATE IN LIEU OF ORDERS. This certificate is not used in conjunction with separation.

>50213. SEPARATION/TRAVEL PAY CERTIFICATE. The NAVMC Form 11080: Separation/Travel Pay Certificate was developed to reduce the duplication of data reported by commanders (see figure 5-2-1). Because a copy of form maybe required by three different offices, the following instructions are provided to commanding officers processing a Marine for separation:

1. Prepare at least four copies of the [NAVMC Form 11060](#) and any additional copies required for retention by your office. Prepare an additional copy if the Marine is being separated without orders. Complete Part I of the form. Special instructions are provided below:

a. PLACE FROM ORDERED TO ACDU Block. See the JFTR, paragraph U5125, and 45 Comp. Gen. 661.

(1) When the Marine Reenlists More Than 90 Days Before the End of the Current Contract. The place from which the Marine was ordered to active duty does not change if the Marine had been separated or relieved from active duty more than 90 days before the end of the current contract in order to reenlist.

(2) When the Marine Reenlists Within 90 Days of the End of the Current Contract. The place from which the Marine was ordered to active duty can change to the place of reenlistment if the Marine had reenlisted within 90 days before the end of the current contract. For example, if a Marine enlists in Chicago, Illinois, but reenlists at Camp Pendleton, California, Camp Pendleton becomes the place from which ordered to active duty.

b. AUTH FOR SEP AND PROGRAM DESIGNATOR CODE Block. Enter the separation program designator code in this block. These codes are listed in MCO P1900.16 and MCO P1080.20.

c. Appropriation Data. Include a line of appropriation data if a Marine is separated without orders. (The appropriation data is not required if a Marine is transferring to the FMCR, TDRL, PDRL, retired list, or is a reservist order home, as these Marines should always be issued orders.) This enables the transportation officer to verify that household effects are shipped to the same place to which the Marine is claiming travel.

2. Enter the words "FOR FINANCE OFFICER'S USE" in the upper right margin of the duplicate copy of the [11060](#). If the Marine is being separated without orders, enter the words "FOR TMO'S USE" in the upper right corner of the triplicate copy of the form. Initial beneath the notations to authenticate.



>PART C: MARINE'S RESPONSIBILITIES

50221. COMPLETION OF NAVMC 11060. The Marine must complete and sign part II of the NAVMC 11060. The commanding officer provides the completed form to the finance/travel offices for separation payments.

PART D: FINANCE OFFICER'S RESPONSIBILITIES

>50231. PAY SECTION'S ACTION. Upon receipt of the separation package from the commanding officer, the pay section of the finance officer will take the following action:

1. Review the NAVMC 11060 to determine whether the Marine has elected to be paid a separation travel advance/partial payment. The first entry beneath Travel Election in Part II of the form should be marked, if the Marine has elected not to receive this payment.
2. If the Marine does wish to be paid for separation travel, provide the travel section with the original signed copy of the NAVMC 11060 and an additional unsigned copy.
3. If the Marine is being separated without orders, submit a signed copy of the NAVMC 11060 to the transportation management officer so that transportation of the Marine's household effects may be arranged.
4. Retain a signed copy and an additional copy of the NAVMC 11060 and the Marine's separation authorization. (If the Marine has elected NOT to receive an advance/partial payment of separation travel allowances, the original 11060 may be retained by the pay section.) Compute the Marine's separation allowances, as directed by MCO P7220.31.

>50232. TRAVEL SECTION'S ACTION. Upon receipt of the original NAVMC 11060 and one additional copy, the travel section of the finance office will take the actions explained in the remaining paragraphs in this part to provide the Marine with an advance/partial payment of separation travel allowances.

50233. RESTRICTIONS. Do not make an advance/partial payment:

1. more than 10 days before the date of separation, unless the payment is for good cause.
2. more than 10 days before a Marine authorized separation leave begins leave, unless the payment is for good cause.

50234. COMPUTATION OF TRAVEL ADVANCES. Make an advance/partial payment according to what the Marine has elected and the limitations contained in part A of this section. Prepare a DD Form 1351: Travel Voucher, as if preparing an advance for PCS travel. (See Chapter 3, section 2, part C.) The following additional instructions apply:

1. In Section 1: PAYMENT FOR, enter "SEPARATION TRAVEL PARTIAL PAYMENT" or "SEPARATION TRAVEL ADVANCE" in block 9 and check the box to its right.

2. Complete Section VI: ACCOUNTING CLASSIFICATION(S) as follows:

a. Category I and II Separatees. Use the complete appropriation data cited in the travel orders for partial payments. Use '2D' for the transaction type code.

b. Category III Separatees. List the appropriation data as if making an advance for PCS travel. See paragraph 30222.6.

50235. CLAIMS PACKAGE. Provide each Marine separating from active service with the following:

1. [DD Form 1351-2](#): Travel Voucher or Subvoucher.
2. DD Form 1351-4: Voucher or Claim for Dependent Travel and Dislocation or Trailer Allowance, if applicable.
3. A prepaid return envelope to expedite return of the claim(s).
4. Complete instructions on how to complete the claim and how to return it. These instructions are provided in figure 5-2-2 and may be reproduced locally.

50236. SUSPENSE FILE. Maintain a suspense file for each separated Marine, as follows:

1. Contents. Include the following:
  - a. Travel advance/partial payment voucher.
  - c. [NAVMC 11060](#): Separation/Travel Pay Certificate.
2. Maintenance
  - a. If the Marine detaches on the date of separation, maintain the file for the rest of the month of separation plus 60 days, or until the travel claim is filed and settled.
  - b. If the Marine was authorized separation leave, maintain the file for the period of leave and month of separation plus 60 days, or until the travel claim is filed and settled.
3. Separatee Does Not Submit Claim Within Timeframe. Forward the complete suspense file under a covering DTL to the DFAS-KC (EYCT) 61 days after the last day of the month of separation. List the separatee's name, SSN, and amount advanced/partially paid, if any, on the DTL.

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<b>SEPARATION/TRAVEL PAY CERTIFICATE</b> NAVMC 11060 (Revised 7-90) (Previous editions will not be used) SN: 0000-00-006-7785 U/I: PADS OF 100							
<b>PART I - COMMANDING OFFICER</b>							
UNIT					DATE		
NAME (Last, First, Middle Initial)					SSN		
AUTH. FOR SEP AND PROGRAM DESIGNATOR CODE					EFFECTIVE DATE OF SEPARATION FORM ACDU		
REASON <input type="checkbox"/> DISCHARGE <input type="checkbox"/> RETIREMENT <input type="checkbox"/> RESIGNATION <input type="checkbox"/> TRANSFER TO FMCR <input type="checkbox"/> TRANSFER TO TDRL/PDRL TYPE OF DISCHARGE <input type="checkbox"/> HON <input type="checkbox"/> GEN <input type="checkbox"/> OTHER THAN HON <input type="checkbox"/> BCD <input type="checkbox"/> DD							
HOME OF RECORD				PLACE FROM ORDERED TO ACDU			
<b>PAY INFORMATION</b>							
RECOUP ENL BONUS: <input type="checkbox"/> YES <input type="checkbox"/> NO      RECOUP REENL BONUS: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> PAY DISCH GRATUITY. MARINE HAS \$ _____ PERSONAL FUNDS <input type="checkbox"/> PAY SEPARATION PAY. ACTIVE SERVICE _____ YEARS _____ MONTHS. (CMC MESSAGE ATTACHED) PREVIOUSLY PAID \$ _____ READJUSTMENT PAY <input type="checkbox"/> PAY DISABILITY SEVERANCE PAY. ACTIVE SERVICE _____ YEARS _____ MONTHS (CMC MESSAGE ATTACHED) <input type="checkbox"/> LEAVE AWAITING SEPARATION FROM (TIME AND DATE) _____ TO (TIME AND DATE) _____ <input type="checkbox"/> RECOUP NRS LOAN \$ _____ <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> OTHER							
<b>DO NOT COMPLETE APPROPRIATION LINE FOR MARINES WHO RETIRE, TRANSFER TO THE FMCR, PDRL OR TDRL.</b>							
<b>ACCOUNTING/APPROPRIATION DATA-ACCOUNTING CLASSIFICATION FOR SEPARATION WITHOUT ORDERS</b>							
APPROPRIATION SYMBOL AND SUBHEAD	OBJECT CLASS	BUREAU CONT NO	SUB ALLOT	AUTH'N ACCT'G ACTY	TRANS TYPE	PROPERTY ACCT'G ACTY	COST CODE
<input type="checkbox"/> DATA CONTAINED ON VIS SCREEN (RED, MMPA IS CORRECT AND MAY BE USED TO SUBSTANTIATE DEPENDENCY FOR TRAVEL CLAIM)							
SIGNATURE OF COMMANDING/CERTIFYING OFFICER					DATE		
<b>PART II - MARINE</b>							
<b>APPELLATE LEAVE ELECTION (If applicable)</b>							
A. I <input type="checkbox"/> DO <input type="checkbox"/> DO NOT elect payment _____ days RLB and _____ days SLB in connection with involuntary appellate leave. B. In connection with voluntary appellate leave, I understand that I will remain in a pay status until my current leave balance of _____ days is used, and will enter an excess leave status thereafter. C. I understand that my leave balance is _____ days excess leave and that I will be charged pay and allowance for each day of excess leave.							
<b>TRAVEL ELECTION</b>							
<input type="checkbox"/> I DO NOT ELECT to be paid an advance separation allowances. <input type="checkbox"/> I ELECT to be issued Government Transportation Request(s) for travel for myself and my dependents from _____ to _____ (Duty Station) (City, state) <input type="checkbox"/> I ELECT to be paid advance separation travel allowances for myself and my dependents from _____ to _____ by _____ (Duty station) (Complete mailing address) (Mode of travel)							
Permanent Mailing Address _____ The amount advanced is a partial advance and the remaining amount due will not be paid unless and until a travel claim is submitted for travel actually performed to: _____ (Complete address of the disbursing office paying the advance)							
I UNDERSTAND that in the event I or my dependents do not perform the travel as indicated above, or travel is performed for a lesser distance, an adjustment of the final amount due will be required. In the event I fail to file a travel claim upon completion of travel, the entire amount of the advance becomes due and payable to the United States Government. I UNDERSTAND that adjustments to my Master Military Pay Account (MMPA) may be processed after my separation and that any additional pay or indebtedness notification caused by adjustments will be provided to me. Allotment and pay checks or Direct Deposit payments received after separating must be returned to the MCFC (SEP), Kansas City, MO 64197-0001. I should contact the MCFC (SEP) if I have any questions.							
SIGNATURE OF MARINE					DATE		

Figure 5-2-1.--Separation/Travel Pay Certificate.

IMPORTANT: PLEASE READ THIS INFORMATION PRIOR TO  
DEPARTURE FROM YOUR SEPARATING ACTIVITY

Travel Claim Information

Erroneous and delayed payments of travel claims for Marines and their dependents in connection with separation are most usually caused by misunderstanding of entitlement, incorrectly prepared claims, and failure to submit claims for final settlement. After completion of your claim form(s), please read and reverify the accuracy and completeness of the information and statements you have given on the [DD Form 1351-2](#) and, if applicable, [DD Form 1351-4](#) the following information should be helpful in avoiding the most common errors;

1. If your dependents travel before you are issued separation orders, you are not authorized payment of dependent's travel allowance unless:

a. You are issued a Certificate in Lieu of Orders, marked for purposes of DEPENDENT TRAVEL/SHIPMENT OF HOUSEHOLD EFFECTS ONLY, and

b. Your dependents do not travel prior to your receipt of the certificate.

The certificate must be issued by your commanding officer or designated representative not more than 45 days in advance of your separation date. This 45 day limitation may be extended when leave is granted awaiting separation.

2. Travel allowance are not payable if you and/or your dependents do not perform any travel in connection with your separation

3. Travel allowances for you and your eligible dependents are payable only if such travel is actually performed incident to your separation. Travel performed by your dependents for pleasure or for purposes other than with the intent to change their permanent residence is not authorized at government expense. (If, for instance, your household effects or mobile home have not been shipped to the location to which your dependents have traveled, a question arises as to whether the travel was performed with the intent of establishing a residence. Consult your commanding officer or disbursing officer prior to separation if a problem exists in this regard.)

4. Payment of dislocation allowance (DLA) is not authorized on separation from active duty.

5. A properly completed [DD Form 1351-2](#), for your travel claim, and, if applicable, [DD Form 1351.4](#), for your dependents travel, must be submitted to the disbursing officer at your place of separation as soon as possible for settlement of your outstanding travel claim.

6. Your disbursing officer will provide you with the necessary claim forms, completion instructions, and an addressed envelope to aid you in the submission of your travel claims.

CAUTION: Your claim should be submitted no later than 45 days after your separation. If not received within 60 days, appropriate action will be initiated.

If you have any questions on your travel claim or your dependents travel claim, please seek assistance from your commanding officer or disbursing officer at this time. The correct and speedy submission of your claim will serve to expedite settlement and avoid the possibility of recoupment action being initiated.

CHAPTER 5

SEPARATION TRAVEL

SECTION 3: CLAIMS/SETTLEMENT

PART A: ENTITLEMENT

50301. CATEGORY I SEPARATEES. Category I separatees are entitled to the following:

1. Travel and transportation allowances for the mode of transportation used from the place of separation to the place where they actually traveled. This must not exceed what the separatee would receive if traveling to the home of record or place of enlistment.
2. Per diem is based on the mode of travel used. This may not exceed what the separatee would be entitled to if traveling entirely by POC to the home of record or place of enlistment.
3. Travel entitlements for dependents, computed as prescribed by the JFTR, paragraph U5205. These entitlements may not exceed what the separatee would be entitled to if traveling to the Marine's home of record or place of enlistment.

50302. CATEGORY II SEPARATEES. Category II separatees may be provided transportation in kind via GTR by the least costly mode of common carrier transportation. This travel should not exceed the distance to the separatee's home of record or place of enlistment. Category II separatees not provided transportation are entitled to the following:

1. The cost of travel from the place of separation to the place they actually traveled. This must not exceed what it would cost to travel by the least expensive mode of common carrier transportation (usually commercial bus) to the home of record or place of enlistment.
2. Travel entitlements for dependent(s) of a Marine who has completed less than 90 percent of his initial active duty enlistment or other initial service commitment, but is discharged under honorable conditions, are limited to the same amounts and conditions as the separatee. See the JFTR, paragraph U5225 for travel in CONUS, and paragraph U5240 for travel overseas.
3. Travel entitlements for dependent(s) of Marine who is discharged under other than honorable conditions are based on the mode of transportation actually used. These allowance are authorized from the place to which the dependent(s) were last transported at Government expense to a designated place specified by the individual who has authorized the transportation. (See JFTR, paragraph U5240).

a. When the dependent(s) travel by POV, the discharged Marine cannot be considered an authorized traveler. The dependent spouse will be allowed \$15 per mile and flat per diem of \$50 per day. Additional dependents will be entitled to applicable rates.

b. When the dependent(s) travel by commercial means or by transportation request, the dependents will be entitled travel and transportation allowances plus per diem, as authorized in the JFTR, paragraph U5203 and U5210.

50303. CATEGORY III SEPARATEES. Category III separatees are entitled to the following:

1. Travel and transportation allowances for the mode of transportation actually used from the place of separation to the place to which they travel with intent to establish a permanent residence. See JFTR, paragraph U5130.
2. Per diem based on the mode of travel actually used. This may not exceed the entitlement the separatee would receive if traveling entirely by POC.
3. For dependents, see JFTR, paragraph U5205 and U5210.

PART B: CLAIM SUBMISSION REQUIREMENTS

>50311. METHOD OF CLAIM SUBMISSION. The separated Marine must comply with the instructions in figure 5-2-2. Immediately after completing travel, the separatee must file a travel claim as follows:

1. Travel Completed Within 60 Days After Separation. File the travel claim with the finance office who paid the separation travel advance/partial payment. If no advance/partial payment paid, file the claim with the finance office providing the last active duty pay.

- >2. Travel Completed 60 Day or More After Separation. File the travel claim with the DFAS-KC (EYCT), Kansas City, MO 64197-0001.

50312. SUPPORTING DOCUMENTS. The Marine must submit the original of the travel orders and a copy of the [NAVMC 11060](#). If the Marine was not issued orders, the [NAVMC 11060](#) will suffice. If the dependents were authorized to travel or household goods were shipped before the date of separation, a copy of the document authorizing it is also required.

>PART C: SETTLEMENT OF SEPARATION CLAIM

50321. PROCEDURES. (These procedures apply regardless of whether the separation claim is being settled by the finance officer who paid the separation travel/partial payment or the DFAS-KC (EYCT). Upon receipt of the travel claim ([DD Form 1351-2](#) and [1351-4](#), if applicable) and supporting documentation from the Marine, take the following action:

1. For field finance offices only: If the suspense file has already been forwarded to the DFAS-KC (EYCT), forward the travel claim to them also.
2. Ensure supporting documentation has been included with the Marine's claim. If the Marine's dependents also performed travel incident to the Marine's separation, a DD Form 1351-4 should be included.
3. Determine the amount the Marine is entitled to. Entitlements are listed in Part A of this Section. The JFTR, Chapter 5, provides a more detailed explanation.

4. Deduct any advance/partial settlements previously made. This amount should appear in the PRIOR TRAVEL PAYMENTS block of the DD Form 1351-2: Travel Voucher or Subvoucher. Amounts of advances paid will also appear on the copy of the DD Form 1351: Travel Voucher which was used to pay the advance. This 1351 should be included in the suspense file.

5. If the Marine is due funds for completed separation travel, the following instructions apply:

a. Category I and II Separatees. See paragraph 50322.

b. Category III Separatees. (See section 1 of this chapter for a definition of category III separatees.) Prepare the DD Form 1351-2 as a disbursement voucher and pay the Marine the amount due for the separation travel.

6. Final Settlement Results in Indebtedness. If the final settlement results in an indebtedness, recoup the overpayment following the instructions in paragraph 50323. The final settlement may result in an indebtedness if the separatee:

a. Failed to submit a travel claim for final settlement with the prescribed amount of time,

b. Failed to complete the travel as stated on the NAVMC 11060: separation/Travel Pay Certificate,

c. Or, traveled to a place which results in a lesser entitlement than the place to which the advance/partial settlement was based.

50322. MARINE DUE FUNDS FOR SEPARATION TRAVEL. The paragraph applies to category I and II separatees who are due funds for separation travel after having completed that travel. (The payment of category III separatees due funds for separation travel after having completed it is covered in paragraph 50321.5a, above.) If these individuals are indebted to the Government for reasons other than their separation travel, the excess amount paid for the partial payment can be used to offset that indebtedness. Amounts due the Marine for dependent travel can also be used to repay debts due the Government. The instructions below explain (1) how to determine whether the former Marine is indebted, (2) how to offset an indebtedness by the amount remaining due for separation travel, and (3) what actions to take if no indebtedness exists.

1. Determine Whether Former Marine Is Indebted. The pay section of a finance office should notify the travel section of all overpaid separations. This will facilitate the credit of residual travel pay to the MMPA.

>2. Offset Indebtedness. If the Marine was overpaid on separation and is due money for separation travel, take the following actions:

a. Report the following miscellaneous credit on the disbursing diary:

(TTC 694/000)	CRED	- \$	(4)
Five-digit numeric pay code	_____		
{99048-officers; 99148-enlisted}	_____		
Amount to be credited	_____		
Tax code	_____		
Six-digit date	_____		

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b. Prepare a [NAVCOMPT Form 2277](#): Voucher for Disbursement and/or Collection to charge the travel appropriation and credit the pay appropriation.

c. When providing the appropriation data on the travel claim/voucher, use type code 2D for the total amount the Marine is entitled, and type code 21 for the amount applied to the indebtedness. For example, if a Marine was paid a partial separation travel payment of \$500, his total travel entitlement was \$750, but he had been overpaid \$175 upon separation, the appropriation data would be entered as follows:

APPRO	SUBH	OBCL	BCN	SA	AAA	TTC	PAA	COST	CODE	AMOUNT
1711105.2754	0021	45690/0	000027	1K	0000000000000074100	\$500.00-partial pmt				
1711105.2754	0021	45690/0	000027	2D	0000000000000074125	\$750.00-total entl				
1711105.2754	1010	67017/0	067017	2I	0092030000000000000	\$175.00-overpd at sep				

d. If an amount remains payable to the Marine after offsetting an indebtedness, prepare the travel claim/voucher as a disbursement voucher, assign a DOV number to the claim, and pay the Marine the remainder due.

e. If the amount overpaid at separation was equal to or exceeded the amount due for the separation travel, prepare the travel/claim voucher as a 'none' disbursement voucher, and assign a DOV number to the claim.

f. Document Distribution. Forward the original of the travel claim/voucher, the [NAVMC 11060](#), etc., with the finance officer's financial returns.

3. Marine Not Indebted. If no indebtedness exists, prepare the [DD Form 1351-2](#) as a disbursement voucher, assign a DOV number to the claim, and pay the Marine the amount due for separation travel.

>50323. MARINE OVERPAID FOR SEPARATION TRAVEL--RECOUPMENT ACTION. The Marine's MMPA will remain in JUMPS until the January end-of-month U&E (approximately 5 February) the year after the Marine separates, if (1) the Marine has been separated for at least 4 months, and (2) at least 90 days have elapsed since the last transaction processed against the record. Marines separated in the previous calendar year will continue to be dropped from the MMPA each end-of-month U&E if this criteria is met. The following provides the procedures on how to recoup an unearned portion of the separation travel advance/partial settlement when the final settlement of a Marine's separation travel claim results in an indebtedness:

1. Suspense File in Custody of Finance Office

a. If the Marine submits the separation travel claim before the suspense file is forwarded to the DFAS-KC (EYCT), use the VIS to determine if a Marine's record is still in JUMPS/MMS.

b. If it is, check the Marine's pay account using the appropriate disbursing diary statement. Include a history statement listing the DOV number and the date of the supporting documentation. (If it is not, the suspense file should have been forwarded to the DFAS. Those instructions are provided in subparagraph 2, below.)

c. Process the original [DD Form 1351-2](#) with the finance officer's financial returns.

2. Suspense File in Custody of DFAS-KC (EYCT). EYCT will coordinate with DFAS-KC (EYCT) to collect the unearned amounts paid to Marines on separation travel advances/partial payments.

MCTIM

CHAPTERS

RESERVE COMPONENTS

PARAGRAPH PAGE

SECTION I: TRAVEL/TRANSPORTATION ALLOWANCES

ENTITLEMENT.....	60101	6-3
LODGING PLUS PER DIEM.....	60102	6-3
GROUP TRAVEL.....	60103	6-3

SECTION 2: TRAVEL CLAIMS

PART A: PREPARATION

FORMS USED.....	60201	6-5
DD FORM 1351-2 PREPARATION PROCEDURES.....	60202	6-6

PART B: SUBMISSION

SUBSTANTIATION.....	60211	6-6
>SMCR CLAIMS.....	60212	6-6
>IMA, IRR, AND MTU CLAIMS.....	60213	6-6

PART C: SETTLEMENT

>CLAIMS CONTROL.....	60221	6-7
>DOUBTFUL CLAIMS.....	60222	6-7
>FALSE, FICTITIOUS, OR FRAUDULENT TRAVEL CLAIMS.....	60223	6-7
RECONCILIATION/SETTLEMENT OF TRAVEL ADVANCES.....	60224	6-7

FIGURE

>6-2-1 OVERPAID TRAVEL ALLOWANCES.....	6-8
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MCTIM

CHAPTERS

RESERVE COMPONENTS

SECTION 1: TRAVEL/TRANSPORTATION ALLOWANCES

60101. ENTITLEMENT. Reserve members called (or ordered) to or released from active duty are entitled to the travel and transportation allowances prescribed in the JFTR, volume 1, chapter 7, part G. This includes active duty for training, with or without pay, finder orders providing for return to home or place from which called upon completion of such duty.

1. Active Duty Training. See the JFTR, paragraph U7150.
2. Inactive Duty Training. Defined in MCO P1001R. 1. See the JFTR, paragraph U7150.

60102. LODGING PLUS PER DIEM. Normal temporary duty allowances will be paid under lodging plus per diem. See JFTR, paragraph U4125. Conditions warranting actual expense allowances require special approval. See JFTR, paragraph U4215.

60103. GROUP TRAVEL

1. Transportation Allowance. A Marine reservist performing group travel is not entitled to mileage or monetary allowances in lieu of transportation. Government conveyance and transportation requests will be furnished.
2. Lodging Plus Per Diem Allowances. Marine reservists performing travel under group travel orders are not entitled to any per diem allowances under the lodgings plus per diem system, unless subsistence or quarters is not furnished. If subsistence and quarters are not furnished, lodgings plus per diem then becomes payable following the instructions in the JFTR, paragraph U4125.
3. Individual Travel Under Group Orders. Group travel orders should not ordinarily include Marines authorized or permitted to travel separately from the group. When they do, the Marines authorized to travel separately by the order-issuing authority are entitled to the allowances prescribed in the JFTR, paragraph U4215.



## CHAPTER 6

## RESERVE COMPONENTS

## SECTION 2: TRAVEL CLAIMS

## PART A: PREPARATION

## 60201. FORMS USED

1. To claim settlement on individual orders, complete the **DD Form 1351-2: Travel Voucher or Subvoucher**.
2. If duty was performed in a high cost area and the Marine elects payment on an actual expense basis, the **DD Form 1351-3: Statement of Actual Expenses** must also be completed, in addition to the **DD Form 1351-2**.

60202. **DD FORM 1351.2 PREPARATION PROCEDURES.** Use a typewriter or a ballpoint pen with black or blue-black ink to complete this form. Complete it as follows:

1. Heading. Self-explanatory, except as stated below:

- a. Duty Phone No

(1) For selected Marine Corps reservists, enter the unit administrative office phone number.

(2) For all other reservists, enter the phone number (to include the area code) where they can be reached during normal duty hours.

- b. Organization and Station. Only to be completed for SMCR members. Include the RUC of the reservist's SMCR unit.

- c. Example. The following is an illustration of a completed heading:

TRAVEL VOUCHER OR SUBVOUCHER		(Complete by typewriter, ink, or ball point pen (PRESS HARD) do not use pencil)		10. FOR DD USE ONLY	
READ PRIVACY ACT STATEMENT ON REVERSE PRIOR TO COMPLETING THIS FORM					
LAST NAME FIRST NAME MIDDLE INITIAL (Print/Type)		Grade/Rank	SSN	DD VOUCHER NO	
DAILEY, Roger O.		Maj.	001 46 29 81	SUBVOUCHER NO	
CHECK MAILING ADDRESS (Include ZIP Code)			DUTY PHONE NO		
2192 Ward Rd, Belton, MO 64012 ***			(816) 123-4567		
ORGANIZATION AND STATION			(RUC: 14151)		
HQCO, 24th Mar, 3100 E. Brush Creek Blvd, KCMO 64130 ***					
TRAVEL ORDERS (Paragraph, S. O. No., Issuing Hq., Date) (Include amending orders)					
Dir, MCRSC (tr MCRSC-3-JL-ab 1050/) of 30 Sep 81					
PRIOR TRAVEL PAYMENTS OR ADVANCE UNDER THESE ORDERS (Amount, DD Voucher No., Date Received, Place paid or DD Station No. If none, so state)					
NONE or \$100, DOV 1469 5 Oct 81 MCPC, KSC, MO					
<ul style="list-style-type: none"> <li>* - Do not complete these blocks.</li> <li>* - To be completed by Standby Reservists.</li> <li>* - To be completed by SMC and IR Reservists.</li> </ul>					

2. Remainder of the Form. Complete as explained in paragraph 80311.

PART B: SUBMISSION

60211. SUBSTANTIATION. Claims for travel allowances for active duty performed must be supported by

1. The original and three copies of the DD Form 1351-2: Travel Voucher or Subvoucher, along with
2. The original and three copies of the DD Form 1351-3: Statement of Actual Expenses (if applicable),
3. The original and three copies of the individual orders, and
4. The necessary receipts.

>60212. SMCR CLAIMS. Claims should be submitted to the Marine's active duty site, if a Marine Corps finance office is available. If they are not, the travel claims will need to be forwarded to the MCSA (RMC-FDD), Kansas City, MO 64191-0001.

1. Supplemental Claims

a. Thirty Days or Less Active Duty. A Marine reservist who performed 30 days or less continuous active duty should forward supplemental claims to the finance officer who originally settled the claim.

b. IADT for 31 or More Continuous Active Duty Days. A Marine reservist on active duty for 31 or more continuous days should forward supplemental travel claims to the DFAS-KC (EYCT).

2. Claims for Deceased Reservists. Travel claims for monies due a deceased reservist should be submitted to the DFAS-KC (EYCT).

>60213. IMA, IRR, AND MTU CLAIMS. Orders should include a statement instructing IMA, IRR, and MTU reservists to submit their claim to the Marine Corps Reserve Support Center (MCRSC) (PMD-1D), 10950 El Monte, Overland Park, KS 66211-1408.

1. Upon receipt of the claim, MCRSC will take the following actions:

a. Report the completed active duty unit diary statement, and account for the rations the reservist is entitled to, in accordance with the RESPRIM.

b. Stamp the claim to indicate that completed active duty has been reported.

c. Keep one copy of the original.

d. Deliver the claims to the MCSA (RMC-FDD). It is preferable that the claims be delivered on a daily basis, but they must be delivered at least weekly.

e. Upon receipt from the the MCSA (RMC-FDD) of a reservist's check, mail the check to the reservist at the address indicated on the voucher if the reservist is due money.

2. The MCSA (RMC-FDD) will take the following actions:
  - a. Determine the travel allowances the reservist is entitled to.
  - b. Prepare a check and forward it to the MCRSC (PMD-1D). Include the claim, the original orders, endorsements, and voucher.
  - c. Forward the claim to DFAS-KC (JV) if the reservist has been overpaid.
3. The DFAS-KC (JV) will collect money from reservists who were overpaid on their travel advance.

PART C: SETTLEMENT

60221. CLAIMS CONTROL. See paragraph 80401.

60222. DOUBTFUL CLAIMS. See chapter 2, section 5.

60223. FALSE. FICTITIOUS. OR FRAUDULENT TRAVEL CLAIMS. See chapter 2, section 6.

60224. RECONCILIATION/SETTLEMENT OF TRAVEL ADVANCES. See chapter 8, section 4. When a claim results in an overpaid status, the finance officer at the reservist's active duty site will liquidate the claim as follows:

1. Process a cash remittance the same way a claim for a regular Marine would be processed.
2. Prepare a PAA checkage if the money is not collected by cash remittance.
  - a. The PAA should contain the information shown in figure 6-2-1. The number and the date of the voucher on which the advance was made should be included.
  - b. Forward the original and two copies of the PAA to the DFAS-KC (JV). Do not attach the travel vouchers to the PAA.
  - c. The travel vouchers are considered as "NONE" vouchers. Process them through the finance officer's accounts.

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PAY ADJUSTMENT AUTHORIZATION				NOTE: If member has been transferred, forward this authorization to the officer currently maintaining the member's pay record.			
MEMBER (Last Name)		(First)	(Middle)	FILE/SERVICE NO.	GRADE/RANK/RATE	BRANCH OF SERVICE	DATE
RESERVIST		I.	M.	225000000	Maj	USMCR	910810
PAY GRADE NO.	LAST PAY RECORD EXAMINED (if applicable).		AMOUNT	APPROPRIATION DATA 17*1108.2731 021 13631/0			
			\$266.30	000027 1K 000225000000 CR			
FROM				NAME OF ACCOUNTABLE D.O.			
Finance Officer Marine Corps Base Camp Pendleton, CA 92055-5000				I. PAID			
				SYMBOL NO.	G.A.O. EXCEPTION CODE		
				9988	N/A		
[ Defense Finance and Accounting Service - Kansas City Center ] TO Code JE [ Kansas City, MO 64197-0001 ]						YOU ARE HEREBY AUTHORIZED TO <input checked="" type="checkbox"/> CHARGE <input type="checkbox"/> CREDIT THE MILITARY PAY RECORD OF THE MEMBER LISTED ABOVE	
EXPLANATION AND/OR REASON FOR ADJUSTMENT							
Reference Advance Payment DOV #F5772 dtd 910727 DSSN 5239 ADV PER DIEM, ACDUTRA PRD 29 JULY - 10 AUG 1991							
					\$219.50		
					<del>\$441.56</del>		
						\$661.06	
CORRECT ENTITLEMENT: PER DIEM, SAME PRD REIMBURSABLE EXPENSES MALT							
					\$369.00		
					NONE		
					\$ 25.76		
					TOTAL	\$394.76	
					DUE U.S.	\$266.30	
REFERENCE SETTLEMENT VOUCHER DOV #7922 DTD 910810 DSSN 6187							
The above adjustment is based on a thorough examination of all available records. If the Disbursing Officer has knowledge that a previous adjustment has been made or why the adjustment should not be made for the same item, this authorization should be returned with a brief statement of the reason for failure to make the adjustment.							
FROM				CERTIFYING OFFICER (name, rank/grade, and signature)			
				I. PAID, CAPT BY:			
I CERTIFY that the adjustment indicated above has been entered on the above-named members's Military Pay Record. (If adjustment has not been entered, give explanation on reverse over D.O.'s signature and symbol number.)							
[ Finance Officer MCB Camp Pendleton, CA 92055 ]						TYPED NAME AND GRADE OF D.O.	
						D.O. SYMBOL NO.	DATE
						SIGNATURE	

FORM 139 (SPT) REPLACES DD FORM 118, 1 OCT 49 DD FORM 139, 1 JAN 49, NAV. S. AND A. FORMS 540, 541, AND 542  
 1 May 53 NAVMC 69805D AND NAVMC 819-5D ALL OF WHICH MAY BE USED UNTIL STOCKS ARE EXHAUSTED.  
 S/N 0101-8002800

Form approved by  
 Comp Gen., U.S.  
 April 23, 1953

Figure 6-2-1.--Overpaid Travel Allowance.

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CHAPTER 7

SPECIAL CIRCUMSTANCES AND CATEGORIES

PARAGRAPH PAGE

SECTION 1: RELATED TO DUTY

MARINE CORPS APPLICANTS.....	70101	7-5
RECRUITERS.....	70102	7-5
COURIERS OF CLASSIFIED DOCUMENTS OR PROPERTY.....	70103	7-5
FLIGHT REQUIREMENTS.....	70104	7-5
FMCR/RETIRED MARINES CALLED OR ORDERED TO ACTIVE DUTY.....	70105	7-6
MARINES PERFORMING DUTY WITH OTHER AGENCIES OR DEPARTMENTS.....	70106	7-6
TRANSFER FOR HUMANITARIAN REASONS.....	70107	7-6

SECTION 2: RELATED TO LEAVE

EMERGENCY LEAVE.....	70201	7-7
CONVALESCENT LEAVE.....	70202	7-7
APPELLATE LEAVE.....	70203	7-7

SECTION 3: MEDICAL REASONS

TDRL REQUIRED TO UNDERGO PERIODIC PHYSICAL EXAM.....	70301	7-9
TRANSFER OF PATIENTS.....	70302	7-9
CONVALESCENT LEAVE.....	70303	7-10

SECTION 4: PRISONERS; DISHONORABLE DISCHARGES; AND ABSENTEES,  
STRAGGLERS, AND MARINES WITHOUT FUNDS

PRISONERS AND GUARDS.....	70401	7-13
PAROLED PRISONERS.....	70402	7-13
DISCHARGED UNDER OTHER THAN HONORABLE CONDITIONS.....	70403	7-13
RETURN TRAVEL OF ABSENTEES, STRAGGLERS, AND MARINES WITHOUT FUNDS.....	70404	7-13
LOSS OF TICKET EN ROUTE.....	70405	7-15

## SECTION 5: WITNESSES

## PART A: INDIVIDUALS SUMMONED AS WITNESSES

CASE INVOLVING A MEMBER OF THE UNIFORMED SERVICE.....	70501	7-17
CASE NOT INVOLVING A MEMBER OF THE UNIFORMED SERVICE.....	70502	7-17

## PART B: ISSUE OF TRANSPORTATION REQUESTS TO WITNESSES

CASE INVOLVING THE UNIFORMED SERVICES.....	70511	7-18
CASE NOT INVOLVING THE UNIFORMED SERVICES.....	70512	7-18
CIVILIAN WITNESSES.....	70513	7-18
CASES NOT INVOLVING THE GOVERNMENT OF THE UNITED STATES.....	70514	7-18

## SECTION 6: MISCELLANEOUS

DECEASED MARINES, DECEASED DEPENDENTS, AND THEIR ESCORTS.....	70601	7-19
ESCORTS OR ATTENDANTS FOR DEPENDENTS OF MARINES.....	70602	7-19
TRAVEL, EXPENSES NOT PAYABLE.....	70603	7-19

SECTION 7: FOREIGN TRAINEES

GENERAL.....	70701	7-21
TRANSPORTATION COSTS.....	70702	7-21
TRANSPORTATION AND ACCOMMODATIONS.....	70703	7-21

SECTION 8: SHORE PATROL DUTY

PERMANENT SHORE PATROL DUTY.....	70801	7-23
TEMPORARY SHORE PATROL DUTY.....	70802	7-23
ADVANCE PAYMENT OF SHORE PATROL ALLOWANCES.....	70803	7-24
CHARGEABLE APPROPRIATIONS.....	70804	7-25
PREPARATION OF SHORE PATROL CLAIM.....	70805	7-25
PAYMENT OF SHORE PATROL CLASS.....	70806	7-26
LIQUIDATION OF SHORE PATROL ADVANCES.....	70807	7-27
SETTLEMENT/RECONCILIATION OF SHORE PATROL ADVANCE.....	70808	7-27
DISTRIBUTION OF DOCUMENTS.....	70809	7-28

FIGURE

7-8-1 SHORE PATROL ADVANCE.....	7-29
7-8-2 LIQUIDATION OF SHORE PATROL CLAIMS.....	7-30
7-8-3 ADMINISTRATIVE PREPARATION OF LIQUIDATION OF SHORE PATROL ALLOWANCES.....	7-31



CHAPTER 7

SPECIAL CIRCUMSTANCES AND CATEGORIES

SECTION 1: RELATED TO DUTY

70101. MARINE CORPS APPLICANTS

1. References. JFTR, volume 1, chapter 7, part B; and Marine Corps directives in the 1100 series.
2. Who's Included. Individuals who are considered applicants are listed in the JFTR, paragraph U7025. In addition, those personnel
  - a. applying for reenlistment;
  - b. enrolling in programs leading to a commissioned grade, or
  - c. who are reservists in an inactive status entering the Regular Marine Corps are considered applicants.
3. Claims. Prepare a [DD Form 1351](#): Travel Voucher or a [DD Form 1351-2](#): Travel Voucher or Subvoucher, following the instructions in chapter 8, to pay an applicant travel and transportation allowances.

70102. RECRUITERS. See the JFTR, volume 1, chapter 7, part C; the DODPM, paragraph 40701; and MCO P1100.71.

70103. COURIERS OF CLASSIFIED DOCUMENTS OR PROPERTY

1. Reference. JFTR, volume 1, chapter 7, part D.
2. Accommodations. Specific types of accommodations may be furnished when
  - a. required for security reasons, or
  - b. authorized by the CMC.
3. Action. Prepare an SF 1169: U.S. Government Transportation Request (GTR). (MCO P4600.7 has instructions on how to prepare a GTR.) Include the following statement on the back of the GTR:

First-class authorized by order number \_\_\_\_\_, dated \_\_\_\_\_  
issued by \_\_\_\_\_

70104. FLIGHT REQUIREMENTS. Per diem is not payable when a Marine travels from the permanent duty station in order to meet proficiency flight requirements, unless the Marine has been directed to do so.

MCTIM

1. When a Marine is directed to travel to another duty station (i.e., issued orders) for this purpose, per diem is payable from the time the Marine departs the permanent duty station or home, whichever is later, until the Marine returns, except during periods of leave, field duty, etc.
2. If a Marine is voluntarily authorized to travel to another duty station for this purpose, there is no entitlement to per diem and travel allowances.
3. When the Marine is able to meet proficiency flight requirements at the permanent duty station, per diem and travel allowances will not be paid.

70105. FMCR/RETIRED MARINES CALLED OR ORDERED TO ACTIVE DUTY

1. Reference. JFTR, volume 1, chapter 7, part C.
2. Action. Prepare a [DD Form 1351](#): Travel Voucher to pay a reservist/retired Marine travel and transportation allowances.

70106. MARINES PERFORMING DUTY WITH OTHER AGENCIES OR DEPARTMENTS. The department or agency to which a Marine is assigned will pay the Marine's travel claims. A Marine traveling for a civilian agency is entitled to travel and transportation allowances as though traveling for the Marine Corps.

70107. TRANSFER FOR HUMANITARIAN REASONS. If a Marine is granted orders for humanitarian reasons, under the provisions of MCO P1000.6, that Marine is entitled to the following travel and transportation allowances:

1. PCS Orders. All travel allowances due a Marine on a PCS move.
2. TAD Orders. No per diem and travel allowances.

CHAPTER 7

SPECIAL CIRCUMSTANCES AND CATEGORIES

SECTION 2: RELATED TO LEAVE

70201. EMERGENCY LEAVE. See the JFTR, paragraph U7205.

70202. CONVALESCENT LEAVE. See paragraph 70303 of this Manual.

70203. APPELLATE LEAVE

1. Reference. JFTR, paragraphs U7506 and U5222.

2. Action

a. Placed on Appellate Leave. See chapter 5 for category II separatees.

b. Recalled. See the referenced paragraphs.



CHAPTER 7

SPECIAL CIRCUMSTANCES AND CATEGORIES

SECTION 3: MEDICAL REASONS

70301. TDRL REQUIRED TO UNDERGO PERIODIC PHYSICAL EXAM

1. Reference. JFTR, paragraph U7251.
2. Action. The Marine will take the following actions:
  - a. Prepare a [DD Form 1351-2](#): Travel Voucher or Subvoucher following the instructions in chapter section 3, part B.
  - > b. Submit the voucher to the DFAS-KC (EYCT), Kansas City, MO 64197-0001 to claim reimbursement.

70302. TRANSFER OF PATIENTS

1. Reference. JFTR, paragraph U7252.
2. Action
  - a. Prepare a SF 1169: U.S. Government Transportation Request (GTR). (See MCO P4600.7 for instructions on how to complete it.)
    - (1) Special Accommodations. If the patient and attendant will use special accommodations explain why on the reverse of the GTR. (If the responsible medical corner has determined that specific accommodations are needed (e.g., first class), a statement stating such must be included on the travel orders. See the JFTR, paragraph U3125.)
    - (2) When Accommodations Are Occupied Jointly by Personnel in Different Service Branches
      - (a) Issue only one GTR.
      - (b) List all of the appropriations involved, showing the number of persons involved in each one.
  - b. Advance Payments. Make advances as explained in chapter 8, section 2. Prepare a [DD Form 1351](#): Travel Voucher, as follows:
    - (1) Section I: PAYMENT FOR. Enter "ADV PAYMENT TO ATTENDANT," then check block 9.
    - (2) Section II: INDIVIDUAL PAYMENT
      - (a) If the Attendant Is a Marine. Enter information about the patient.

MCTIM

(b) If the Attendant Is Not a Marine. Enter the attendant's name in block 1, leave blocks 2 and 3 blank, then enter the attendant's address in block 4.

(3) Section V: REMARKS. Explain the payment as follows:

(a) If the Attendant is a Marine

Travel advance issued to (name of attendant, grade or rank, social security number) for travel from (origin) to (destination) of above-named patient, who is not able to travel without an attendant.

(b) If the Attendant Is Not a Marine

This payment covers the travel of attendant to (patient's name, grade or rank), a military member, from (origin) to (destination). This amount was computed as follows: (show basis for payment).

(4) Complete section VI: ACCOUNTING CLASSIFICATION.

(5) Have the attendant sign for the advance.

c. Endorse the attendant's and the patient's orders.

d. Instruct the attendant to keep all receipts for their own and the patient's expenses. These will be used to support the claim.

e. Settlement. Settle the travel claim in the attendant's name on an actual expense basis. When the patient and the attendant arrive at their destination, take the following actions:

(1) Liquidate the advance.

(2) Endorse both the patient's and the attendant's orders.

(3) Settle the travel claim in the name of the attendant on an actual expense basis. It must be supported by receipts.

(4) Pay the Marine any additional allowances due when the Marine is physically capable of presenting a claim.

70303. CONVALESCENT LEAVE. A Marine recovering from an illness or injury suffered while entitled to hostile fire pay is entitled to transportation expenses from the place of medical treatment to the place of leave and return to the designated medical facility. If the Marine requests transportation to somewhere other than (1) where the Marine's immediate family is located, (2) within the United States, or (3) Puerto Rico or the Virgin Islands, the Commander, Naval Medical Command, or the commanding officer of the naval facility that authorized the convalescent leave must approve it.

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1. Substantiation. Orders indicating the approved travel destination and the appropriation chargeable. The original orders should indicate whether Government transportation is available between any travel points.
2. Advance Payments. Follow the instructions in chapter 8, section 2.
3. Claims. The Marine should prepare a [DD Form 1351-2](#): Travel Voucher or Subvoucher, following the instructions in chapter 8, section 3, to claim allowances and submit it to a Marine or naval disbursing activity.



CHAPTER 7

SPECIAL CIRCUMSTANCES AND CATEGORIES

SECTION 4: PRISONERS; DISHONORABLE DISCHARGES; AND ABSENTEES,  
STRAGGLERS, AND MARINES WITHOUT FUNDS

70401. PRISONERS AND GUARDS

1. Reference. JFTR, paragraph U7451.
2. Action. Prepare a SF 1169: U.S. Government Transportation Request (GTR). (See MCO P4600 7 for instructions on how to complete it.)

NOTE: If commercial transportation is being used by members of more than one branch of the Service, use just on GTR. Include the appropriations chargeable, as shown on the travel order. Indicate the number of personnel involved in each.
--

70402. PAROLED PRISONERS. See the JFTR, paragraphs U7451, U7502, U7503, and U7505. Additionally, see chapter 5 for category II separatees.

70403. DISCHARGED UNDER OTHER THAN HONORABLE CONDITIONS. See the JFTR, volume 1, chapter 7, part P. Additionally, see chapters for category II separatees.

70404. RETURN TRAVEL OF ABSENTEES, STRAGGLERS, AND MARINES WITHOUT FUNDS

1. Reference. JFTR, volume 1, chapter 7, part N.

2. Action

a. Prior Orders Issued/GTR'S, Mileage Allowances, Meal Tickets Not Issued.

(1) If the Marine had previously been issued orders but had not been issued a GTR or meal tickets or been paid a mileage allowance, do not check the Marine's MMPA.

(2) Make sure the TR/meal ticket issuing officer has endorsed the Marine's original orders, as required by MCO P4600.7.

(3) When settling the Marine's travel claim, account for the cost of the GTR and meal tickets.

b. Other Circumstances. If the Marine

(1) had previously been issued GTR's or meal tickets or had been paid mileage allowances;

(2) is a deserter (even if prior orders had been issued); or

(3) had not been issued prior orders,

transportation and/or meal tickets may be issued to allow the Marine to return to the appointed place of duty.

NOTE: A Marine without funds traveling under funded emergency leave orders may be furnished transportation and/or meal tickets from a location in CONUS to the MAC port of embarkation. The Marine's MMPA will be checked for this leg of travel. Take the following action:

Take the following action:

(1) Prepare a SF 1169: U.S. Government Transportation Request (GTR). (See MCO P4600.7 for instructions on how to complete it.) In the fiscal data space (just below the appropriation data), enter "Checkage Requested" and the cost of the transportation.

NOTE: See MCO P4600.7 to find out when to issue a MAC transportation authorization (MTA) on a checkage basis.

(2) Prepare a [DD Form 139](#): Pay Adjustment Authorization to authorize checking the Marine's MMPA. Include the following information:

(a) The cost of the transportation.

(b) The number and date of the GTR issued.

(c) The origin and destination of the transportation.

(d) The number, date, and value of the meal tickets issued.

(e) The amount of cash advanced for subsistence and transfers. (Refer to the public voucher number on which the payment was made.)

(f) The appropriation to be credited: MPMC

(g) The Marine's RUC in the EXPLANATION/REASON FOR ADJUSTMENT block.

(h) The Marine's SSN in the FILE/SERVICE NO. block.

> (3) Forward the original and two copies of the PAA to the DFAS.KC (JE), Kansas City, MO 64197 0001. (A copy will be returned to acknowledge receipt.)

(4) Forward one copy of the PAA, the OTR, and the travel endorsement to the Commanding General (Code 470), MCLB, Albany, GA 31704.

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3. Other Service Members. If a member of another uniformed service reports, surrenders, or is apprehended and delivered to a Marine Corps post or station, and is not able to purchase transportation, furnish the necessary transportation and meal tickets so that the member may travel to the permanent station or such other place, as directed by competent authority. (See MCO P4600.7.)

70405. LOSS OF TICKET EN ROUTE

1. Travel Ticket Loss. When a Marine's travel ticket is lost, transportation will be furnished over the same route on which the Marine was traveling, when the route can be determined.

2. Meal Tickets. Meal tickets for subsistence can be furnished to the Marine when required.

3. Checkage Procedure. The issuing agent will initiate a checkage against the Marine's MMPA for travel expenses furnished, in the manner outlined in paragraph 70404.2b.

4. Refund Claims. A Marine may submit a claim requesting a refund for any charges against the MMPA for transportation furnished. Claims will be forwarded through the administrative office to the Commanding General (Code 472), Marine Corps Logistics Base, Albany, GA 31704-5000. However, if the ticket was issued at a command with a Commercial Travel Office (CTO) (SATO/travel agency) operating under single/blanket GTR procedures, the claim will be forwarded to the traffic management officer at the issuing command. The total amount of the claim will not exceed the amount charged by the carrier on the original GTR/ticket.



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CHAPTER

SPECIAL CIRCUMSTANCES AND CATEGORIES

SECTION 5: WITNESSES

PART A: INDIVIDUALS SUMMONED AS WITNESSES

70501. CASE INVOLVING A MEMBER OF THE UNIFORMED SERVICE

1. Pay travel and/or transportation allowances of a member of the uniformed service summoned as a witness upon the request of the Marine Corps on a [DD Form 1351](#): Travel Voucher or a [DD Form 1351-2](#): Travel Voucher or Subvoucher. Charge the payments to the appropriation financing the convening authority.
2. When requested by another branch of the uniformed services, claims will be prepared and payments made on a [DD Form 1351](#) or a [DD Form 1351-2](#). The payments will be charged to the appropriation financing the activity to which the member is attached. A [NAVCOMPT Form 2277](#): Voucher for Disbursement and/or Collection will be prepared and forwarded to the service concerned for refund.

70502. CASE NOT INVOLVING A MEMBER OF THE UNIFORMED SERVICE

1. Witnesses Serving on Behalf of the United States. Reimbursement for travel and/or transportation allowances and per diem will be made as prescribed by the Attorney General. Payments will be charged to the appropriation financing the activity to which the individual is attached. A [NAVCOMPT Form 2277](#) reflecting credit to the charged appropriation will be prepared and forwarded to the Department of Justice for refund.

2. Other Cases

a. Requested to Appear as a Witness. When a Marine on active duty is requested to appear as a witness for a State government, Government of a United States territory or possession, or the District of Columbia in the prosecution of crimes directly related to the uniformed services or to members of the uniformed services, and in which the uniformed services take a particularly strong interest, travel and transportation allowances prescribed in the JFTR, paragraph U7061, are payable from the funds of the appropriate branch of the uniformed services. In each case, competent authority must determine whether the travel will be performed because of the needs of the Service.

b. Subpoenaed as a Witness. When a Marine on active duty is subpoenaed to appear as a witness for a committee of Congress, a private individual, or a corporation, the witness shall not receive any allowances for travel and transportation from the Service in which the Marine is serving. Arrangements for payment of the travel and subsistence expenses of the witness should be made in advance between the witness and the individual or agency desiring the Marine's testimony.

PART B: ISSUE OF TRANSPORTATION REQUESTS TO WITNESSES

70511. CASE INVOLVING THE UNIFORMED SERVICES

1. Transportation requests issued by the Marine Corps are chargeable to the appropriation financing the convening authority.
2. When requested by another uniformed service, the transportation request will be charged to the appropriation shown in the travel orders. Transportation requests citing appropriation of another service/agency will cite the name and address of the appropriate agency disbursing office.

70512. CASE NOT INVOLVING THE UNIFORMED SERVICES. A Marine serving as a witness for the Government in a case not involving the uniformed services will receive travel or transportation allowances and per diem. Transportation requests issued must be annotated to be charged to the Department of Justice. The appropriation financing the activity to which the Marine is attached will be charged.

70513. CIVILIAN WITNESSES

1. General. Information as to rates, computations, authorized certifying officers, and time and place of payment is contained in the Manual of the Judge Advocate General, section 0138.
2. Claims. A SF 1157: Fees and Mileage of Witnesses will be prepared, as directed by the NavCompt Manual, paragraph 046278-2, and a copy of the order appointing the court-martial, court of inquiry, or investigation, will be prepared for reimbursement of travel and transportation expenses.

70514. CASES NOT INVOLVING THE GOVERNMENT OF THE UNITED STATES. Transportation requests cannot be furnished to Marines in any case not involving the Government. A Marine subpoenaed to appear as a witness will arrange in advance with the individual or agency requiring testimony for travel and transportation expenses.

CHAPTER 7

SPECIAL CIRCUMSTANCES AND CATEGORIES

SECTION 6: MISCELLANEOUS

70601. DECEASED MARINES, DECEASED DEPENDENTS, AND THEIR ESCORTS

1. Reference. MCO P3040.4 and BUMEDINST 5360.1 (Decedent Affairs Manual).

2. Action

a. Prepare a SF 1169: U.S. Government Transportation Request (GTR) to transport human remains by commercial air. (MCO P4600.14 has information about issuing and preparing transportation requests on behalf of deceased individuals.) Do not use a Government bill of lading in this instance

b. Prepare a separate GTR for the escort's transportation. (Escorts are entitled to the same transportation and subsistence expenses authorized for military and civilian travel.)

70602. ESCORTS OR ATTENDANTS FOR DEPENDENTS OF MARINES. See the JFTR, volume 1 chapter 7, part Q.

70603. TRAVEL EXPENSES NOT PAYABLE. A Marine will not be paid travel allowances when

1. traveling under permissive orders,
2. participating in public ceremonies or demonstrations, if the sponsoring agencies pay the expense,
3. traveling under orders which do not involve public business, or
4. traveling during periods of authorized leave. When attached to a command outside CONUS, the Marine must arrange for return travel before requesting leave. Return transportation by Government conveyance cannot be guaranteed at leave's end, and commercial transportation will not be paid by the Government.



CHAPTER 7

SPECIAL CIRCUMSTANCES AND CATEGORIES

SECTION 7: FOREIGN TRAINEES

70701. GENERAL. Foreign trainees receive training under various programs, which are explained in OPNAVINST 4950.1. The programs most frequently used are:

1. Foreign Military Sales (FMS). Foreign military sales to eligible friendly nations, authorized under the Arms Export Control Act, provides USN/USMC training at no cost to the United States. The purchasing country is responsible for all transportation and travel costs for Foreign Military Sales (FMS) Foreign Military Trainees (FMT's).
2. International Military Education and Training (IMET). IMET, a grant-type assistance program, provides training for eligible foreign countries using U.S. appropriated funds.

70702. TRANSPORTATION COSTS

1. Round trip travel between CONUS and the recipient IMET country is funded by IMET, except for those IMET countries that have agreed to fund their own transportation.
2. Within CONUS transportation is funded by IMET for those IMET countries that have not agreed to defray within CONUS transportation expenses.
3. Transportation is funded from IMET for those IMET countries participating in third country training, which is training provided under U.S. supervision outside the United States in a country other than the recipient country.
4. Transportation costs for an IMET student returning home on a regular or emergency leave are the responsibility of either the FMT or the FMT's Government if the FMT is to return to CONUS to resume training.
5. IMET funds may not be used to provide transportation for dependents of FMT's. If the FMT elects to bring dependents, the FMT may be allowed the cost of transportation to which the FMT is entitled as prescribed on U.S. flag transportation. Upon arrival at destination, the FMT's transportation costs will be reimbursed per this section.
6. All transportation expenses incurred by FMS FMT's will be borne by either the FMT or the FMT's country. The U.S. Government is not permitted to subsidize an FMS country in any manner.

70703. TRANSPORTATION AND ACCOMMODATIONS. Transportation and accommodations will be provided for IMET trainees per NAVMILPERSCOMINST 4650.2 and other regulations which prescribe transportation policy for U.S. military personnel, with the following additional provisions:

1. Transoceanic

a. When U.S. Government transportation is not available, commercial air travel, tourist/economy class, shall be used when it will enable the FMT to meet class convening dates. In these cases, U.S. Government transportation for return travel to the home country shall be used to the fullest possible extent.

b. In all cases where the U.S. Government is paying overseas transportation, a U.S. flag carrier must be used when available.

c. FMT's from those countries which defray the costs of trainee transportation are authorized to travel on MAC aircraft. Reimbursement for such transportation will be at the U.S. Government rate tariff. OPNAVINST 4630.25 applies. The billing address will be included on the invitational travel orders

2. CONUS Transportation. Transportation within CONUS will be by surface common carrier or commercial aircraft. When any portion of official travel is performed at personal expense, reimbursement will be per the JFTR, volume 1.

CHAPTER 7

SPECIAL CIRCUMSTANCES AND CATEGORIES

SECTION & SHORE PATROL DUTY

70801. PERMANENT SHORE PATROL DUTY. Marines assigned shore patrol as a primary and permanent duty are not entitled to additional allowances for performing such duty. Allowances for quarters and subsistence accrue in the same manner for any other permanent duty station. However, Marines performing temporary shore patrol duty in a nontravel status away from their permanent duty station will be paid additional allowances if they must procure meals and additional quarters.

70802. TEMPORARY SHORE PATROL DUTY

1. Travel Status. Marines ordered to shore patrol duty aboard commercial carriers will be reimbursed for their expenses per the JFTR, paragraph U7105. Marines serving on shore patrol duty in a travel status, unless aboard commercial carriers, will be governed by the regulations and rates prescribed in the JFTR, volume 1. Instead of issuing meal tickets to enlisted Marines, travel allowances may be advanced, per chapter 8, section 2. Claims will be prepared and paid, as stated in chapter 8, sections 3 and 4. Amounts claimed for quarters will be substantiated by a receipt.

2. Nontravel Status. Marines performing temporary shore patrol duty in the general area visited by liberty parties from the ship or station are not entitled to per diem allowances normally associated with temporary duty. Temporary shore patrol is considered a separate and distinct type of temporary duty for which special allowances are prescribed.

a. Meals and Lodging. When it is impractical for Marines performing temporary shore patrol duty to return to their ship or post of duty (or to report to any facility operated by any of the other uniformed services) for meals and lodging and they are required to procure additional quarters and meals at their own expense, they can be reimbursed for actual expenses incurred, not to exceed the amount specified in the JFTR, paragraphs U4145 and U4235.

b. Basic Allowance for Quarters. Credits of basic allowance for quarters (and housing allowance when applicable) for Marines with or without dependents, who are receiving such allowances at their permanent duty station, are not affected during periods while assigned to temporary shore patrol duty in a nontravel status.

c. Subsistence Allowance. Enlisted Marines receiving commuted rations or basic allowance for subsistence at their post of duty will continue receiving such allowances on the days assigned to temporary shore patrol duty for the meals they procure while performing their shore patrol duties. The shore patrol subsistence allowance will be credited for commuted rations or basic allowance for subsistence prorated for fractional days, as specified in the DODPM, paragraph 30135. See MCO P1080.35.

d. Additional Travel Expenses. Automobile rental and other modes of transportation, including taxicab fares, are not usual items of shore patrol expense, except at transient ports or places where, in the opinion of the senior officer present afloat (SOPA), such expense is necessary to the efficient conduct of shore patrol duty because the area to be patrolled is large and the places frequented by liberty parties are widely separated. In addition to the foregoing authorization, automobiles may be hired in cases of emergency. In such cases, Marines will submit a full report of the circumstances to the SOPA, via their commanding officer who, if satisfied as to the necessity of the hire of the vehicle, will direct that the expenditure be allowed.

70803. ADVANCE PAYMENT OF SHORE PATROL ALLOWANCES. Marines ordered to shore patrol duty will be advanced funds per chapter 8, section 2, and as prescribed herein. The amount advanced will be based on the estimated number of days that duty is to be performed. A maximum of 30 days allowance may be advanced at one time, but such advance can not exceed the allowances authorized for the period specified in the orders.

1. Claim Form Used. A shore patrol advance will be paid when the original and two copies of the shore patrol orders are presented to the local disbursing officer. An advance for an individual Marine will be paid on a NAVCOMPT Form 2277: Voucher for Disbursement and/or Collection. Advances for several Marines may be paid on a single NAVCOMPT Form 2277, supported by DD Form 1351-6: Multiple Travel Payments List. In the case of enlisted Marines, the amount advanced for subsistence (meals) will be entered on the NAVCOMPT Form 2277 separately from the amount advanced for lodging and shown as separate line entries in the ACCOUNTING CLASSIFICATION block. When a DD Form 1351-6 is used, the amount advanced for subsistence (meals) will be identified by "S" and the amount advanced for lodging will be identified by "L." Figures 7-8-1 and 7-8-2 refer.

2. Appropriation Chargeable. Shore patrol advances (including amounts advanced to enlisted Marines for subsistence) will be charged to the applicable appropriation(s) contained in paragraph 70804. Transaction-type code "1K" will be used.

3. Record of Travel Payment. In the case of an enlisted Marine, the disbursing officer recording the travel payment will distribute the documents required by paragraph 70803.5

4. Endorsement on Orders. The original and one copy of the Marine's orders will be endorsed to reflect:

Disbursing Office _____		Date _____	
Paid SPA \$ _____	(Subs) \$ _____	(Lodging)	
Total \$ _____	DOV _____	SYM _____	
Signature of DO, Deputy, or Agent Cashier _____			

5. Distribution of Documents. The original orders, a copy of the [NAVCOMPT Form 2277](#), and the [DD Form 1351-6](#), if applicable, will be returned to the Marine after endorsement and payment has been made. The disbursing officer will retain the original [NAVCOMPT Form 2277](#) and [DD Form 1351-6](#), if used, to file with a copy of the supporting orders to be forwarded with the disbursing officer's financial returns. Additionally, a copy of the [NAVCOMPT Form 2277](#) and [DD Form 1351-6](#), if used, will be filed on the left side of the Marine's PFR.

70804. CHARGEABLE APPROPRIATION. The appropriation chargeable for payment of shore patrol allowances to Marines temporarily assigned to shore patrol duty in a nontravel status will be as shown in the following table:

Purpose	Accounting Data
Subsistence (meal) allowance, enlisted personnel	17__*1105.2702, object class 012, bureau control number 12691, suballotment 0, authorization accounting activity 000027, type code 1K, property accounting activity 000000, and cost code (Marine's SSN preceded by three zeros)
lodging allowances and other expenses of enlisted personnel and officers of stations or Fleet Marine Force Commands	17__*1106 and the applicable subhead and subsidiary accounting data applicable to operation and maintenance funds held by the station or the command concerned
Lodging allowances and other Fleet Marine Force Commands expenses personnel and officers of Marine detachments afloat	17__*1106.2720 and the Navy-wide operating budget prescribed in the NavCompt Manual, paragraph 023304-8
*Show appropriate fiscal year.	

70805. PREPARATION OF SHORE PATROL CLAIM

1. Submission of Claim. Claims for actual expenses incurred will be submitted by the Marine on a [SF 1164](#): Claim for Reimbursement for Expenditures on Official Business. The claim will be approved by the commanding officer or such other approving official as the commander may designate.

2. Substantiation

a. Orders. The original and two copies of orders issued by competent authority must be properly endorsed upon completion of shore patrol duty before expenses are paid. The appropriate authority for execution of the endorsements is the senior shore patrol officer or other officer under whose jurisdiction the shore patrol duty was actually performed. The meals and lodging that the Marine procured while performing shore patrol duty will be noted on the orders in the following format:

"Date \_\_\_\_\_"

During the performance of shore patrol duty, the Marine was required to procure 8 breakfasts, 10 dinners, and suppers, and was required to procure lodgings on 9/8,9/9,9/10,9/11, 9/12,9/15, 9/16,and9/17/8\_\_.

\_\_\_\_\_  
Signature and title of appropriate authority"

If Government quarters and messing facilities were not available to the Marine during off-duty days and the Marine was actually required to procure same, the endorsement will carry a specific statement to that effect. Otherwise, it will be assumed that on off-duty days, Government quarters and messing facilities were available to the Marine.

b. Receipts. Neither officers nor enlisted Marines are required to support the SF 1164 with receipts for meals. However, receipts will be furnished by officers and enlisted Marines for lodging, automobile hire, and, when practicable, for other miscellaneous expenses, except carfare and official telephone calls.

#### 70806. PAYMENT OF SHORE PATROL CLAIMS

1. General. Upon completion of a period of 30 days of shore patrol duty or upon completion of shore patrol duty, whichever occurs first, a SF 1164, with necessary receipts attached, will be prepared. After approval by the commanding officer or such other approving official as the commander may designate, the claim and the original and two copies of the orders will be submitted to the disbursing officer for settlement. The amount shown on the SF 1164, not to exceed the computation prescribed in paragraph 70802.2b, will be expended by the disbursing officer designated in the orders. Any number of SF 1164's may be consolidated on the same NAVCOMPT Form 2277: Voucher for Disbursement and/or Collection, or SF 1129: Reimbursement Voucher made payable to "various payees." When more than one SF 1164 is consolidated on the same NAVCOMPT Form 2277 or SF 1129, the approving official may sign each SF 1164 or accomplish a blanket approval by signing the NAVCOMPT Form 2277 or SF 1129. The original orders will be endorsed to show the inclusive dates and the amount of the expenditure. Ordinarily, the original SF 1164 will be submitted by each Marine in the shore patrol party. However, in the case of enlisted personnel, the submission of the SF 1164 for the entire party is authorized, provided the following is furnished on the SF 1164 or on an accompanying schedule:

- a. Amount claimed by each Marine.
- b. A certification signed by each Marine that the amounts claimed are correct and just and that payment has not been received.
- c. The amount of each Marine's shore patrol advance, if any, to be liquidated by deduction from the claim.
- d. The signature of each Marine acknowledging final settlement.

Shore patrol allowance claims will not be paid until each claim is properly supported with all necessary orders, endorsements, and receipts. If any question exists as to the propriety of an amount or an item claimed, or if there is a questionable endorsement or receipt for lodging expenses, payment will be withheld until a satisfactory explanation is received or additional evidence resolving the question beyond any reasonable doubt is obtained.

2. Chargeable Appropriation. Refer to paragraph 70804.

3. Lost Original Orders. If the original orders are lost, the finance officer, after ascertaining that payment has not previously been made, will make payment as prescribed in this section, except for the endorsement of the original orders. The finance officer will maintain a record of all payments made without endorsement of original orders for future reference as a safeguard against duplicate payments.

>4. Transportation or Separation Prior to Liquidation of Advance. Every effort will be made to settle claims and liquidate advances, if any, prior to transfer or departure of the Marine. The finance officer at the new duty station will process claims in instances where Marines are transferred prior to liquidation of shore patrol advances or final settlement. Individuals separated from the Marine Corps with outstanding claims will receive a final settlement, if due, processed by the DFAS-KC (EYCT) upon receipt of proper substantiating documentation.

5. Cancellation of Orders. If the shore patrol orders are canceled after an advance is made and prior to the Marine incurring entitlement to the full amount of such advance, the finance officer will collect as much as possible from any reimbursable expenses due the Marine. The balance of the resulting overpayment will be repaid by the Marine by a cash collection or checkage of pay and allowances.

6. Endorsement on Orders. The Marine's original orders will be endorsed to show the date and amount paid, the voucher number, and the activity symbol number. The original orders will be returned to the Marine together with a copy of the voucher.

70807. LIQUIDATION OF SHORE PATROL ADVANCES. Within 3 working days of the termination or cancellation of the shore patrol orders, claims involving advances will be submitted for final settlement.

70808. SETTLEMENT/RECONCILIATION OF SHORE PATROL ADVANCE

1. General. Within 3 working days of the termination or cancellation of the shore patrol orders, claims involving advances will be submitted, substantiated, and expended per paragraph 70805.

2. Settlement Reconciliation Procedure. Shore patrol allowances advanced in connection with shore patrol orders will be settled and/or reconciled per the procedures outlined in chapter 8, section 4 including the use of transaction-type code "1K" for travel advance reversals, using a [SF1164: Claim for Reimbursement for Expenditures on Official Business](#) instead of a [DD Form 1351-2: Travel Voucher or Subvoucher](#).

3. Preparation of Vouchers. The illustrations contained in figures 7-8-1 through 7-8-3 are furnished to guide finance personnel in settling and reconciling travel advance claims.

4. Record of Travel Advance Payment. When the shore patrol advance is reconciled, settled, or recouped, the copy of the [NAVCOMPT Form 2277](#) and [DD Form 1351-6](#), if used, previously filed on the left side of the Marine's PFR will be removed therefrom.

70809. DISTRIBUTION OF DOCUMENTS

1. Original. If a [SF 1164](#): Claim for Reimbursement for Expenditures on Official Business was used as the voucher form, the original, substantiated by a copy of the supporting orders and the original receipts, as required, will be forwarded with the finance officer's financial returns. If the [NAVCOMPT Form 2277](#): Voucher for Disbursement and/or Collection or [SF 1129](#): Reimbursement Voucher was used as the voucher form, the original, substantiated by the original [SF 1164](#), a copy of the supporting orders, and the original of receipts, as required, will be forwarded with the finance officer's financial returns.
2. Retained Copy. One copy of the [NAVCOMPT Form 2277](#), [SF 1129](#), or [SF 1164](#); whichever was used, with one copy of the applicable claim form ([SF 1164](#) if voucher form was [NAVCOMPT Form 2277](#) or [SF 1129](#)), and one copy of supporting orders and receipts will be filed with the finance officer's retained records.
3. Accounting Copies. The accounting copies of the voucher will be distributed per the instructions contained in the Navcompt Manual, volume 4, chapters, part 4, section II.

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VOUCHER FOR DISBURSEMENT AND/OR COLLECTION-NAVCOMPY FORM 2277 (BPT) (2-81) SN 0100-LF-702-2770					Page 1 of	Pages				
1. Purpose DISB. <input type="checkbox"/> COLLECT <input type="checkbox"/>	2. Date 850724	3. Reference Document No. MCSO 002-84	4. Bill Number	5. Voucher No. 12600						
6. FROM: Marine Corps Finance Center 1500 E. 36th Street Kansas City, MO 84197-0001			7. PAID BY: CHECK NO. 18,222,111 MARPINCEN KSC, MO Jul 24, 1989 Sym 9999 AAN 67443							
8. TO: T. B. GUARD 999-99-9000 USMC USS Marine CUA-007 PPO New York, NY 12222										
9. ARTICLES, SERVICES OR ITEMS										
A. INVOICE OR ORDER NO.	B. DATE OF DELIVERY/SERVICE	C. DESCRIPTION (REMITTEE, EXPLANATION, DETAILS, ETC.)	D. QUAN. *TV	E. UNIT PRICE		F. AMOUNT				
		<u>SHORE PATROL ADVANCE</u> Subsistence (meal) allowance Lodging Allowance Period 7/26 - 7/28/89				\$18.75 22.00				
G. DISCOUNT TERMS						H. TOTAL \$40.76				
10. TYPE OF PAYMENT OR BILL: COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE <input type="checkbox"/>										
11. ACCOUNTING CLASSIFICATION TO BE CREDITED (COLLECTION)										
A. ACRN	B. APPROPRIATION	C. SUB-HEAD	D. OBJ. CLASS	E. BUREAU CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT (U.S. CURRENCY ONLY)
12. DEDUCTIONS										
A. ACRN	B. TRANSPORTATION	C. DISCOUNT	D. TAX	E. RESERVE	F. MISCELLANEOUS	G. TOTAL FOR ACRN (U.S. CURRENCY ONLY)				
H. CURRENCY		EXCHANGE RATE		I. TOTAL DEDUCTIONS						
13. ACCOUNTING CLASSIFICATION TO BE CHARGED (DISBURSEMENT)										
A. ACRN	B. APPROPRIATION	C. SUB-HEAD	D. OBJ. CLASS	E. BUREAU CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT (U.S. CURRENCY ONLY)
	17*1105 17*1106	2702 2720	012 000	12691 00027	0 2	000027 000027	1K 1K	000000 000000	000999999000 000999999000	\$18.75 \$22.00
L. TOTAL NET AMOUNT TO BE PAID (BLOCK 9-H MINUS BLOCK 12-I)										
14. INSPECTION REPORT NOS.					15. GOV. BAL NOS.					
16. APPROVED BY: <i>M.P. Patrol</i> BY: M.P. PATROL TITLE: MAJ, USMC DATE: 890724				17. CERTIFIED BY: <i>M.P. Patrol</i> BY: M.P. PATROL TITLE: MAJ, USMC DATE: 890724						
18. PAYMENT RECEIVED: PAYEE: PER: TITLE:										

Figure 7-8-1.--Payment of Shore Patrol Advance.

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<b>CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS</b>		1. DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE <b>Department of the Navy, U. S. Marine Corps</b>		2. VOUCHER NUMBER <b>16240</b>	
				3. SCHEDULE NUMBER	
<i>Read the Privacy Act Statement on the back of this form</i>				5. PAID BY <b>MARFINCEN KSC, MO JUL 24, 1989 SYM 9999 AAN 67443</b>	
4.	a. NAME (Last, first, middle initial) <b>T. B. GUARD, USMC</b>		b. SOCIAL SECURITY NO <b>999 99 0000</b>		
	c. MAILING ADDRESS (include ZIP Code) <b>USS Marine, CDA-007 FPO New York, NY 12222</b>		d. OFFICE TELEPHONE NUMBER		
6. EXPENDITURES (If fare claimed in col. (g) exceeds charge for one person, show in col. (h) the number of additional persons which accompanied the claimant.)					
DATE	C show appropriate code in col. (b). A-Local travel B-Telephone or telegraph, or D-Other Expenses (itemized)	MILEAGE RATE		AMOUNT CLAIMED	
1989				MILEAGE	FARE OR TOLL
(a)	(b)	(c) FROM ALLOWED MEALS TOTAL		NO OF MILES (e)	ADDITIONALS (f)
		(d) TO CLAIMED	LOGGING ALLOWED	(g)	(h)
7/26	2B	1.40	1.25	2.50	14.00
to	3D	3.00	2.50	7.50	14.00
7/28	3S	3.75	3.75	11.25	25.00
				21.25	
		less advance		18.75	-22.00
				2.50	3.00
If additional space is required continue on the back				SUBTOTALS CARRIED FORWARD FROM THE BACK	
7. AMOUNT CLAIMED (Total of cols (f) and (h)) \$				TOTALS	
8. This claim is approved. Long distance telephone calls, if shown, are certified as necessary in the interest of the Government. (Note: If long distance calls are included, the approving official must have been authorized, in writing, by the head of the department or agency to so certify (31 U.S.C. 680a.)  Sign Original Only  APPROVING OFFICIAL SIGN HERE				10. I certify that this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me.  Sign Original Only CLAIMANT SIGN HERE: <i>J. B. Guard</i> DATE: <b>28 Jul 89</b>	
				11. CASH PAYMENT RECEIPT	
9. This claim is certified correct and proper for payment  Sign Original Only  AUTHORIZED CERTIFYING OFFICER SIGN HERE				a. PAYEE (Signature)	
				b. DATE RECEIVED	
				c. AMOUNT	
				d. PAYMENT MADE BY CHECK NO	
ACCOUNTING CLASSIFICATION					
17-1105.2702 Q12 12691/0 000027 1K 000000 000999999000 \$18.75 CR					
1164-210				STANDARD FORM 1164 (Rev. 11-77) Prescribed by GSA, FPMR (CFR 41) 101-7	

Figure 7-8-2.--Liquidation of Shore Patrol Claims.

<b>CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS</b>		1. DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE <b>Department of the Navy, U. S. Marine Corps</b>		2. VOUCHER NUMBER							
				3. SCHEDULE NUMBER							
Read the Privacy Act Statement on the back of this form				5. PAID BY							
4. a. NAME (Last, first, middle initial) <b>T. B. GUARD, USMC</b>		b. SOCIAL SECURITY NO. <b>999 99 0000</b>									
c. MAILING ADDRESS (include ZIP Code) <b>USS Marine, CVA-007 FPO New York, NY 12222</b>		d. OFFICE TELEPHONE NUMBER									
6. EXPENDITURES (If fare claimed in col. (g) exceeds charge for one person, show in col. (h) the number of additional persons which accompanied the claimant.)											
DATE  19 <u>89</u>	C show appropriate code in col. (b): A-Local travel O B-Telephone or telegraph, or D C-Other Expenses (Itemized)  X	(Explain expenditures in specific detail.)				MILEAGE RATE \$	AMOUNT CLAIMED				
		(a)	(b)	(c) FROM ALLOWED MEALS TOTAL	(d) TO CLAIMED LODGING ALLOWED		(e) NO. OF MILES	(f) MILEAGE	(g) FARE OR TOLL	(h) ADD. PERSONS	(i) TIPS AND MISCEL-LANEOUS
7/26	2B	1.40		14.00							
to	3D	3.00		14.00							
7/28	3S	3.75									
If additional space is required continue on the back.						SUBTOTALS CARRIED FORWARD FROM THE BACK					
7. AMOUNT CLAIMED (Total of cols. (f) and (i)) \$						TOTALS					
8. This claim is approved. Long distance telephone calls, if shown, are certified as necessary in the interest of the Government. (Note: If long distance calls are included, the approving official must have been authorized, in writing, by the head of the department or agency to so certify (31 U.S.C. 680a.)						10. I certify that this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me.					
Sign Original Only						Sign Original Only					
APPROVING OFFICIAL SIGN HERE						CLAIMANT SIGN HERE					
DATE						DATE					
9. This claim is certified correct and proper for payment.						11. CASH PAYMENT RECEIPT					
Sign Original Only						a. PAYEE (Signature)					
AUTHORIZED CERTIFYING OFFICER SIGN HERE						b. DATE RECEIVED					
						c. AMOUNT \$					
						12. PAYMENT MADE BY CHECK NO.					
ACCOUNTING CLASSIFICATION											
17-1105.2702 012 12691/0 000027 1K 000000 000999999000 \$18.75 CR											
1164-210						STANDARD FORM 1164 (Rev. 11-77) Prescribed by GSA, FPMR (CFR 41) 101-7					

Figure 7-8-3.—Administrative Preparation of Liquidation of Shore Patrol Advances.

CHAPTER 8

TEMPORARY ADDITIONAL DUTY

PARAGRAPH PAGE

SECTION 1: ORDERS PREPARATION/COMMANDING  
OFFICER'S RESPONSIBILITIES BEFORE  
TAD TRAVEL COMMENCES

PART A: GENERAL INFORMATION

GENERAL.....	80101	8-7
TIME LIMITATION.....	80102	8-7
TRAVEL STATUS.....	80103	8-7
TYPES OF ORDERS.....	80104	8-7
TRAVEL ADVANCE POLICY.....	80105	8-8

PART B: COMMANDING OFFICER'S RESPONSIBILITIES

GUIDELINES.....	80111	8-8
-----------------	-------	-----

PART C: ORDERS PREPARATION FOR TAD TRAVEL

ORDERS PREPARATION.....	80121	8-9
-------------------------	-------	-----

SECTION 2: TRAVEL ADVANCE

PART A: GENERAL INFORMATION

>REQUEST FOR ADVANCE.....	80201	8-11
TRAVEL ADVANCE POLICY.....	80202	8-11
REQUIRED SUPPORTING DOCUMENTS.....	80203	8-12
RESTRICTIONS.....	80204	8-12

## PART B: COMPUTATION OF TAD TRAVEL ADVANCES

GUIDELINES.....	80211	8-12
COMPUTATION FOR NONFREQUENT TRAVELERS.....	80212	8-13
COMPUTATION FOR FREQUENT TRAVELERS.....	80213	8-14

PART C: COMPLETION OF THE [DD FORM 1351](#): TRAVEL VOUCHER FOR TAD ADVANCES

INDIVIDUAL PAYMENTS.....	80221	8-14
VARIOUS PAYEES.....	80222	8-15

## PART D: PAYMENT PROCEDURES

FORM PREPARATION.....	80231	8-16
ENDORSEMENT OF ORDERS.....	80232	8-16
DOCUMENT DISTRIBUTION.....	80233	8-16
>PAYMENTS MADE BY MCSA (FDD) TO MARINE'S OVERSEAS.....	80234	8-16a

## SECTION 3: TRAVEL CLAIMS

## PART A: GENERAL

GENERAL.....	80301	8-19
FORMS USED.....	80302	8-19
RESPONSIBILITY OF CLAIMANT.....	80303	8-19
CLAIMS PREPARED BY THE ADMINISTRATIVE COMMAND.....	80304	8-19

## PART B: CLAIM COMPLETION

<a href="#">DD FORM 1351-2</a> : TRAVEL VOUCHER OR SUBVOUCHER.....	80311	8-19
--	-------	------

DD FORM 1351-2C: TRAVEL VOUCHER OR SUBVOUCHER  
(CONTINUATION SHEET).....80312 8-22

SF 1164: CLAIM FOR REIMBURSEMENT FOR EXPENDITURES  
ON OFFICIAL BUSINESS.....80313 8-22

PART C: SUBMISSION REQUIREMENTS

GENERAL.....80321 8-22

REPEAT TRAVEL ORDERS.....80322 8-23

>BLANKET TRAVEL ORDERS.....80323 8-24

PART D: ADDITIONAL ADVANCES WHEN A MARINE PERFORMING EXTENDED TAD

>GENERAL.....80331 8-24

>SUPPORTING DOCUMENTS.....80332 8-24

>COMPUTATION OF THE ADVANCE.....80333 8-24

SECTION 4: SETTLEMENT OF TAD TRAVEL CLAIMS

PART A: INTERNAL CONTROLS

CLAIMS CONTROL.....80401 8-27

PART B: COMMANDING OFFICER'S RESPONSIBILITIES

NOTIFICATION.....80411 8-27

REVIEW OF CLAIM.....80412 8-27

PART C: FINANCE OFFICER'S RESPONSIBILITIES/COMPUTATION OF TRAVEL ENTITLEMENTS

GENERAL.....	80421	8-28
ELAPSED TIME.....	80422	8-28
TRANSPORTATION ALLOWANCES.....	80423	8-28
REIMBURSABLE EXPENSES.....	80424	8-28
PER DIEM.....	80425	8-28

PART D: COMPLETION OF THE CLAIM/VOUCHER

COMPLETION OF THE CLAIM/VOUCHER.....	80431	8-29
AMOUNT DUE THE MARINE.....	80432	8-30
MARINE HAS BEEN OVER ADVANCED.....	80433	8-30

PART E: CLAIM PROCESSING

ORDERS ENDORSEMENT.....	80441	8-31
DOCUMENT DISTRIBUTION.....	80442	8-31
>MARINE SEPARATES BEFORE TRAVEL ADVANCE ON PRIOR CLAIM SETTLED.....	80443	8-31

SECTION 5: FIELD DUTY/WESTPAC UNIT DEPLOYMENT PROGRAM

PART A: FIELD DUTY - GENERAL

REFERENCES.....	80501	8-33
GENERAL.....	80502	8-33
ORDERS PREPARATION.....	80503	8-33

PART B: WESTPAC UNIT DEPLOYMENT PROGRAM

TIME LIMITATION.....	80511	8-33
DEPLOYED PER DIEM RATES.....	80512	8-34
ORDERS PREPARATION.....	80512	8-34
EXCEPTIONS TO ENTITLEMENT.....	80514	8-34
PAYMENT PROCEDURES.....	80515	8-34
TRAVEL CLAIMS.....	80516	8-35
ADVANCE/REAR PARTIES OR CONCURRENT TAD.....	80517	8-35
PAYMENT OF NAVY/OTHER SERVICE PERSONNEL.....	80518	8-35

SECTION 6: ATTENDANCE AT MEETINGS AND CONFERENCES

PART A: APPROVAL OF ATTENDANCE

OBTAINED PRIOR TO MARINE'S ATTENDANCE.....	80601	8-39
FAILURE TO OBTAIN APPROVAL.....	80602	8-39

PART B: ORDERS TO MEETINGS/CONFERENCES

WHEN TO ISSUE ORDERS.....	80611	8-39
ORDERS PREPARATION.....	80612	8-40

PART C: CLAIMS PREPARATION AND SETTLEMENT

FEDERALLY SPONSORED MEETINGS OUTSIDE AREA OF PERMANENT DUTY STATION.....	80621	8-40
FEDERALLY SPONSORED MEETINGS WITHIN AREA OF PERMANENT DUTY STATION.....	80622	8-40

NON-FEDERALLY SPONSORED MEETINGS OUTSIDE AREA  
OF PERMANENT DUTY STATION.....80623 8-40

NON-FEDERALLY SPONSORED MEETINGS WITHIN AREA  
OF PERMANENT DUTY STATION.....80624 8-41

REGISTRATION FEES.....80625 8-42

SECTION 7: COURSES OF INSTRUCTIONS

COSTS INCURRED FOR ON-DUTY COURSES.....80701 8-43

DUTY UNDER INSTRUCTION.....80702 8-43

TEMPORARY DUTY UNDER INSTRUCTION.....80703 8-43

SECTION 8: COLLECTION OF OVERPAID TRAVEL ADVANCES WHEN  
TRAVEL FUNDED BY ANOTHER COMMAND

GENERAL.....80801 8-45

WHEN SETTLEMENT CANNOT BE LOCATED/CONFIRMED.....80802 8-45

FIGURE

>8-2-1 MESSAGE REQUEST FOR TAD TRAVEL ADVANCE  
(SAMPLE FORMAT)..... 8-16b

>8-2-2 TAD TRAVEL ADVANCE..... 8-17

>8-2-3 MULTIPLE TRAVEL PAYMENTS LIST .... 8-18

8-3-1 TAD TRAVEL CLAIM..... 8-25

8-3-2 TAD TRAVEL CLAIM WITH LEAVE INVOLVED.. 8-26

8-5-1 INDIVIDUAL UNIT DEPLOYMENT RECORD..... 8-37

CHAPTER 8

TEMPORARY ADDITIONAL DUTY

SECTION 1: ORDERS PREPARATION/COMMANDING OFFICER'S  
RESPONSIBILITIES BEFORE TAD TRAVEL COMMENCES

PART A: GENERAL INFORMATION

80101. GENERAL. Temporary additional duty (TAD) orders direct an individual to travel from the permanent duty station to another duty station for school or temporary duty and return. These orders are usually issued by the local commander. Funds are usually set aside for this TAD when the budget is prepared for the current fiscal year.

80102. TIME LIMITATION. TAD orders are limited to periods of less than 6 months. This restriction does not apply to the following:

1. unit deployments
2. TAD extended due to unforeseen events
3. TAD to more than one location when the total exceeds 6 months

CMC approval must be obtained before allowances accruing after the six-month limitation are paid. See JFTR, paragraph U2145

80103. TRAVEL STATUS. Marines are in a travel status in the following circumstances:

1. while performing travel away from their permanent duty station
2. during all periods of delay en route (unless on leave)
3. during all periods of TAD/TDY.

Travel status on TAD orders commences when the Marine leaves the home, office, or permanent duty station (whichever occurs last), and terminates when the Marine returns to the home, office, or permanent duty station (whichever occurs first). See JFTR, paragraph U2200.

80104. TYPES OF ORDERS. Temporary additional duty orders include the following:

1. Permissive Travel Orders. When travel is desirable but its cost is not justified, a command may issue orders authorizing a Marine to travel at no expense to the Government for travel and/or per diem. These orders will not require the Marine to conduct official business and must be accepted voluntarily. This written authorization must include the following statement:

The above is authorized with the understanding that you will not be entitled to travel and transportation allowances at Government expense in connection with these travel orders. If you do not desire to accept this authorization under the above conditions, this authorization is revoked and the orders will be returned for cancellation.

2. Blanket Travel Orders. The CMC issues blanket orders to Marines who regularly and frequently make trips away from their permanent duty station. These trips are usually within the geographic area of their permanent duty station. These orders will be issued following the guidelines in MCO 5050.12.

3. Repeat Travel Orders. Repeat travel orders provide authority for issuing specific or supplementary directives directing separate round trip journeys away from the permanent duty station. These supplementary directives will be as brief as possible and provide as definite an itinerary as possible.

4. Temporary Duty Under Instructions. Orders issued for a course of less than 20 weeks constitute a temporary assignment.

5. Meetings of Technical, Professional, Scientific, and Other Similar Organizations, TAD orders must be issued when the meeting is outside the area of the Marine's permanent duty station. However, if the meeting is sponsored by a Federal agency and is within the area of the permanent duty station, TAD orders are not required if the Marine commutes daily to attend the meeting.

80105. TRAVEL ADVANCE POLICY. All personnel in military pay grades E-7 and above and civilian grades GS-9 and above who are expected to travel at least twice a year are frequent travelers. Frequent travelers are expected to use their government contractor-issued charge card to charge all major expenses (i.e., lodging expenses, rental car) incurred during a TAD trip. See paragraph 80202,.

#### PART B: COMMANDING OFFICER'S RESPONSIBILITIES

80111. GUIDELINES. Take the following actions to ensure the proper administration of the travel advance program:

1. Encourage all personnel in military pay grades E-7 and above and civilian grades GS-9 and above who are expected to travel at least twice a year to apply for the Government's contractor-issued charge card.

2. The command that will benefit from the TAD will fund the TAD travel. Before issuing orders to personnel under their respective jurisdiction, ensure that your command has received an allotment to pay for these orders. If not, you must obtain authorization from the requesting office or the CMC (MMOS), as appropriate.

3. Prepare the Marine's TAD orders following the instructions in part C, below.

4. Ensure a traveler performing temporary duty under an open travel authorization submits a claim at the end of each 30-day period. This includes those Marines issued blanket or repeat travel orders.

5. Ensure all other travelers submit a travel claim within 3 working days of returning from TAD. Notify the disbursing officer if extenuating circumstances exist which will prevent the traveler from submitting a claim in a timely manner. If none exist and the traveler did not submit a claim, notify the disbursing officer to check the traveler's pay account for the full amount advanced.

PART C: ORDERS PREPARATION FOR TAD TRAVEL

80121. ORDERS PREPARATION. When preparing orders directing temporary additional duty, include the following information:

1. Designate whether the traveler is a 'frequent traveler' in the Remarks block, or other appropriate location. If the traveler is a 'frequent traveler' but circumstances prevent the use of the charge card, include the statement 'Charge card cannot be used' on the orders.
2. Indicate the duration of TAD/TDY.
3. Indicate whether use of government quarters is directed. If so, include the daily service charge, if known. If it is known that BOQ/BEQ facilities do not exist at the TAD/TDY location, include a nonavailability statement (e.g., 'Government quarters not available') in the orders. This does not eliminate the requirement for the traveler to obtain a nonavailability statement at the TAD site.
4. If the traveler is a 'frequent traveler', indicate the maximum lodging and M&IE allowance for the locality concerned.
5. If the traveler is a 'nonfrequent traveler', include the daily cost of lodging, if known.
6. Authorize a rental car, if necessary. If the traveler is a 'nonfrequent traveler', indicate the total rental car fee on the travelers orders, if known.
- >7. Itemize out-of-pocket miscellaneous expenses (taxis, tolls, parking, etc.) based on available information, and include this estimate on the orders.
8. If the traveler must pay a registration fee at the TAD site, itemize that fee on the orders. Indicate whether any meals or lodging are included with the fee.
9. Include the following statement on all TAD/TDY orders: Submit completed travel claim to the servicing disbursing officer within 3 working days after completing this travel.
10. Cite the appropriation data for each of the travel and transportation allowances the Marine is entitled to on the original and all copies of the TAD orders.
  - a. Cite the applicable Operation and Maintenance, Marine Corps (O&MMC) appropriation data, obtained from the activity directing the travel, on the original and all copies of the TAD orders.
  - b. List the estimated costs for per diem, miscellaneous expenses, and transportation separately. See the NAVCOMPT Manual, volume 2.
  - c. If travel is funded by a command other than your own, charge that activity's appropriation and BCN for the expense of the travel. Include a reference to the authorizing document. (Send a copy of these orders to the activity whose appropriation has been charged.)
  - d. Two Fiscal Years Involved. Cite the O&MMC appropriation data for both fiscal years. For example: TAD begins 29 September 1989 and ends 3 October 1989. Charge 29 and 30 September to fiscal year 1989 and 1 through 3 October to fiscal year 1990.

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11. Direct or authorize specific mode of transportation. Before travel by POC as more advantageous to the Government may be authorized, it must be agreeable with the traveler. (See JFFR, paragraph U3300.) When travel by POV is for the traveler's convenience, or when travel by commercial transportation is authorized, include the cost of a transportation request.

CHAPTER 8

TEMPORARY ADDITIONAL DUTY

SECTION 2: TRAVEL ADVANCE

PART A: GENERAL INFORMATION

>80201. REQUEST FOR ADVANCE. A Marine may request a travel advance after receiving orders directing temporary additional duty. If the Marine is assigned to an overseas unit provided pay service by the MCSA (RMC-FDD), the Marine's commanding officer may issue a Naval message requesting payment of an advance. A sample message and the required information is provided in figure 8-2-1.

80202. TRAVEL ADVANCE POLICY. Effective management of travel advances requires that the advances be held to a minimum; that travel vouchers are submitted within established deadlines; and that travel vouchers are processed in a timely manner in order to recover any excess amounts advanced. Funds advanced for TAD travel are limited to the minimum out-of-pocket expenses that the traveler is expected to incur. Reasonable steps to minimize the cash advance required include the use of contractor-issued charge cards. At no time, however, should a federal employee have to use personal funds to pay official travel expenses, unless the employee has elected not to use alternative resources made available by the Government (i.e., contractor-issued charge cards).

1. The following terms are frequently encountered in the administration of the Government's travel advance policy.

a. Frequent Travelers. Personnel in military pay grades E-7 or above or civilian grades GS-9 or above who are expected to travel on official TAD/TDY at least twice a year. Personnel below the stated pay grades who are required to travel at least twice a year may also be designated 'frequent travelers,' if they accept a contractor charge card.

b. Nonfrequent Travelers. Personnel below the grades stated in subparagraph a, above; personnel who are not expected to travel on official business at least twice a year; and civilian employees subject to the terms of a collective bargaining agreement that conflicts with the limitations on travel advances. See subparagraph d, below.

c. Out-of-pocket Expenses. Travel expenses which are not usually charged and must be paid using cash, personal checks, or travelers checks. Since frequent travelers are expected to charge lodging, rental cars, gasoline, and other automobile expenses, out-of-pocket expense for a frequent traveler includes meals, incidental expenses, and miscellaneous expenses for taxis, tolls, and parking. Registration fees are considered out-of-pocket expenses for both frequent and nonfrequent travelers.

d. Collective Bargaining Obligation. This applies only to civilian employees occupying positions within exclusively recognized bargaining units. The provisions of this section must be implemented consistent with the command's statutory and contractual labor relations obligations. When any provision of this section conflicts with a collective bargaining agreement, implementation must be delayed for affected employees (absent consent of the union) until the expiration of such agreement. Upon the expiration of that agreement, the travel advance policy must be implemented for such employees in a manner consistent with the terms of 5 U.S.C. 7114 and 7117. Marine Corps commands should contact the Commandant of the Marine Corps (MPL) for guidance and assistance on labor relations issues.

2. Use of Government Issued Charge Cards by 'Frequent Travelers' in Connection With TAD Travel

a. Government contractor-issued charge cards may be withheld from personnel known to have financial difficulties. However, once a card has been issued, the 'card holder' will be responsible for payment of all expenses charged.

b. Cash advances to frequent travelers will be limited to the estimated out-of-pocket expenses (i.e., meals and incidental expenses, and miscellaneous expenses for taxis, toils, parking, etc.). Travelers issued the charge cards are expected to charge major travel expenses (i.e., lodging costs, rental cars) to the contractor issued charge card.

>80203. REQUIRED SUPPORTING DOCUMENTS. Original and three copies of the Marine's orders. If the Marine is assigned to an overseas unit provided pay service by the MCSA (RMC-FDD), the Naval message supports payment of the advance. The command must retain a copy of the Marine's original orders and a copy of the message request for the advance in their files.

1. Repeat Travel Orders Involved. The original and two copies of the original orders and the supplementary directive. If this is the second or subsequent claim on these repeat travel orders, only the original and two complete copies of the supplementary directive are required. The original orders should have been maintained by your finance office.

2. Additional Advance While Performing TAD For More Than 30 Days. If the traveler is a frequent traveler and is requesting a payment so that the charge card contractor can be reimbursed, receipts for lodging and rental car expenses are required.

80204. RESTRICTIONS. Do not pay an advance for TAD travel:

1. if costs are estimated to be less than \$50. The commander may authorize exceptions if the traveler will experience severe hardship.

2. if the traveler has not submitted a claim to settle an advance paid on a previous set of travel orders. The commander may authorize exceptions if circumstances prevented the traveler from submitting the claim when due.

3. before orders are issued.

4. more than working days before travel begins, except under unusual circumstances.

PART B: COMPUTATION OF TAD TRAVEL ADVANCES

80211. GUIDELINES

1. When paying the travel advance for an initial TAD trip, you may include amounts for additional TAD trips covered by separate travel orders if the traveler will not have an intervening workday at the permanent duty station. (If the total number of days the traveler will be in temporary duty status is more than 30 days, see section 3, part D, of this chapter.)

2. For travel covered by an open travel authorization (i.e., blanket or repeat travel orders), limit the funds advanced for travel expenses to the out-of-pocket expenses for no more than a 45-day period.

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3. Marines whose orders are not marked 'Frequent Traveler' will be paid travel advances at the nonfrequent traveler rate.
4. Review the Marine's orders for endorsements that may affect entitlements.
  - a. Do not advance the Marine funds for any portion of travel in which travel by Government air or transportation requests has been directed.
  - b. If the Marine has been authorized to travel by POC as more advantageous to the Government, pay the Marine MALT plus per diem. If the Marine has been authorized to travel by POC, but not as more advantageous, pay the lesser of the MALT or TR cost.
5. Do not deduct BAS from an enlisted Marine's travel advance.

80212. COMPUTATION FOR NONFREQUENT TRAVELERS. See paragraph 80202.1 b for a definition of nonfrequent travelers. The instructions in this paragraph also apply when computing travel advances when those individuals designated as frequent travelers will not be able to use their Government contractor-issued charge card for a particular TAD assignment.

1. Review the traveler's orders to determine the location of the temporary additional duty, whether government mess and lodging will be available, and whether a rental car and other reimbursable expenses have been authorized. Determine whether there are any periods for which per diem is not payable (e.g., field duty, sea duty, group travel, or hospital time).
2. Check the per diem rate for the TAD location in the JFTR, volume 1, appendix B (for out-of-CONUS) or appendix D (for CONUS). (For civilian travelers, the rates are contained in the JTR, volume 2, appendix E (for CONUS) or 50 percent of the per diem rate listed in appendix A for out-of-CONUS travel.)
3. Determine the applicable per diem rate. Adjust according to whether mess and lodging will be available, lodging costs (if included on the orders), etc.
4. Multiply the applicable per diem rate by 80 percent (.8); then by the number of days of TAD for which you are advancing the traveler. (Calculate the day of departure and the day of return on a half-day basis; all other days will be advanced in whole days.)
5. Add 80 percent of the estimated miscellaneous expenses (taxis, tolls, parking, etc.), and 80 percent of the estimated rental car expenses, if authorized.
6. Add 100 percent of registration fees, if these are yet to be paid.
7. Add 100 percent of MALT, if travel by POV has been authorized as more advantageous to the Government. If travel by POV is authorized but is not more advantageous to the Government, advance the traveler an amount equal to the cost of the transportation request (TR) or MALT, whichever is less.
8. Round off the amount of the travel advance in even dollars. If the cents amount of the advance is 50 cents or more, pay the next higher dollar; otherwise, round the amount down to the next lower dollar.

80213. COMPUTATION FOR FREQUENT TRAVELERS. See paragraph 80202.1a for a definition of frequent travelers. The instructions in paragraph 80212 apply when individuals designated as frequent travelers will not be able to use their Government contractor-issued charge cards for a particular TAD assignment.

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1. General. Since frequent travelers are expected to charge major expenses (e.g., hotels and rental cars), their travel advances are limited to 100 percent of the estimated out-of-pocket expenses (i.e., meals and incidental expenses, and miscellaneous expenses for taxis, tolls, parking, etc.).
2. Limitations. Advance those individuals who have been designated frequent travelers but have declined to apply for or accept the charge card the same as you would had they already obtained the charge card. This will be those individuals in military pay grades E-7 and above and civilian grades GS-9 and above. Individuals in lower grades are not required to apply for or accept the charge card.
3. Review the traveler's orders to determine the location of the temporary additional duty, and whether Government mess and lodging will be available, and whether reimbursable expense have been authorized. Determine whether there are any periods of no per diem (e.g., field duty, sea duty, group travel, or hospital time).
4. Check the meals and incidental expense (M&IE) rate for the TAD location in the JFTR, volume I, appendix B (for out-of-CONUS) or appendix D (for CONUS). (For civilian travelers, the rates are contained in the JTR, volume 2, appendix E (for CONUS) or 50 percent of the per diem rate listed in appendix A for out-of-CONUS travel.)
5. Determine the applicable M&IE rate. Adjust according to whether Government mess will be available.
6. Multiply the M&IE rate by the number of days of TAD for which you are advancing the traveler. (Calculate the day of departure and the day of return on a half-day basis; all other days will be advanced in whole days.)
7. Add 100 percent of the estimated miscellaneous expenses (taxis, tolls, parking, etc.).
8. Add 100 percent of registration fees, if these are yet to be paid.
9. Add 100 percent of MALT, if travel by POV has been authorized as more advantageous to the Government. If travel by POV is authorized but is not more advantageous to the Government, advance the traveler an amount equal to the cost of the transportation request (TR) or MALT, whichever is less.
10. Round off the amount of the travel advance in even dollars. If the cents amount of the advance is 50 cents or more, pay the next higher dollar; otherwise, round the amount down to the next lower dollar.

PART C: COMPLETION OF THE **DD FORM 1351**: TRAVEL VOUCHER FOR TAD  
ADVANCES

80221. INDIVIDUAL PAYMENTS. Complete a **DD Form 1351**: Travel Voucher to pay an advance for TAD travel as follows: (See figure 8-2-2 for an example.)

1. Heading. (This refers to the BUREAU VOUCHER NUMBER, D.O. VOUCHER NO., and PAID BY blocks.) Self-explanatory.
2. Section 1: PAYMENT FOR. Check the box to the right of 1 - ADVANCE OF TRAVEL ALLOWANCES (TDY/TAD). If this is an advance paid on repeat travel orders, enter "Repeat Travel Orders" in block 9 and check the box to its right.

3. Section II: INDIVIDUAL PAYMENT

a. Blocks 1 through 3. Self-explanatory.

b. Block 4. Enter the mailing address if the check must be mailed.

c. Block 5. Enter the standard document number, the TANGO, or the travel order authorization number. If TAD will be performed outside CONUS and may effect the balance or payments on an international level, code the country in which the Marine will spend the most time.

d. Block 6. Complete if POC has been authorized to conduct travel. Enter the points between which MALT is being advanced and/or the number of days and rate at which per diem allowances is being paid.

e. Blocks 7 and 8. If paying the advance by check, enter the check number and date.

f. Blocks 9 and 10. Enter the amount and date paid.

g. Block 11. If paying the advance in cash, have the Marine sign this block.

4. Section III: PAYMENTS CONSOLIDATE and Section IV: APPROVED FOR PAYMENT. Not used.

>5. Section V: REMARKS. Enter the serial number and value of GTR's and meal tickets granted. For a payment based on a Naval message and credited on a disbursing diary, enter the diary number.

>6. Section VI: ACCOUNTING CLASSIFICATION. Include the complete appropriation data cited in the orders. Use separate lines of accounting data. Be sure to use TTC 1K classification.

a. For a payment based on a Naval message and credited on a disbursing diary, enter the amount of the travel advance using a type code of '1K.' Enter the same amount with a type code of '2I' to the pay and allowance appropriation.

b. If a check is prepared and mailed to the Marine based on a Naval message, enter the amount of the travel advance, using a type code of '1K.'

7. COMPUTED BY and AUDITED BY Blocks. Self-explanatory.

8. POSTED TO TVL RECORD BY and DATE ENTERED Blocks. Used locally for verification and internal controls.

9. AMOUNT PAID Block. Enter the total amount of the advance. This should equal the total of all lines of accounting data.

80222. VARIOUS PAYEES. Prepare the following forms:

1. DD Form 1851: Travel Voucher

a. Section 1: PAYMENT FOR. Check the applicable boxes.

b. Section II: INDIVIDUAL PAYMENT, Block 1: PAYEE. Enter 'Various Payees. See Attached Listing.'

c. Section VI: ACCOUNTING CLASSIFICATION. Include the complete appropriation data as shown in the orders. This must apply to all Marines on the listing.

d. AMOUNT PAID Block. (In the extreme lower right corner.) Enter the sum of the travel advance payments listed on the various payees listing.

e. Other blocks may be used if the information applies to all the Marines on the listing.

2. [DD Form 1351-6](#): Multiple Travel Payments List. Prepare as shown in figure 8-2-3. Include the basic information that was required on the [DD Form 1351](#). Have the Marines sign for cash payments.

PART B: PAYMENT PROCEDURES

80231. FORM PREPARATION. Prepare the payment voucher as explained in part C, above. Have the Marine(s) sign for cash payments.

80232. ENDORSEMENT OF ORDERS

1. Endorse the Marine's original orders when paying a travel advance. (See paragraph 20111). Be sure to show the date and amount paid, the number of the voucher on which the advance was paid, and your DSSN. If no more than one fiscal year appropriation is involved, indicate the dollar amount of per diem advanced for each fiscal year.

>2. Additional pages maybe attached to the original orders to record payment of multiple advances when there is no longer room on the original orders. These pages must be properly identified.

>3. When paying a travel advance based on a Naval message, the MCSA will prepare and transmit a message to the Marine's present permanent duty station, with an "info" copy to all TAD stations. This message should be prepared as an endorsement to the Marine's original orders and should include additional information cited in paragraph 20111.

80233. DOCUMENT DISTRIBUTION. If the advance is paid and the Marine detaches in the current fiscal year, expend the [DD Form 1351](#) in the current day's business. If the advance is paid in one fiscal year, but the Marine detaches in the following fiscal year, hold the [DD Form 1351](#) as a deferred voucher and expend it in the following fiscal year. See the NavCompt Manual, paragraphs 047301 and 047315.

1. Pay Record Available. File one copy of the [DD Form 1351](#) on the left side of the Marine's pay record. If various payees were included on the same travel voucher, annotate the miscellaneous memorandum section of the PFR.

2. Pay Record Not Available. Forward, under letter of transmittal, a copy of the [DD Form 1351](#) Travel Voucher and payee listing, if applicable, to the finance office servicing the Marine's pay account

3. Original Orders. Return the original orders and a copy of the [DD Form 1351](#) to the Marine.

4. Finance Officer's Returns. Submit the original [DD Form 1351](#) and a copy of the Marine's orders to the Marine Corps Support Activity with the finance officer's original returns.

5. Forward one Copy of the [DD Form 1351](#) and one copy of the [DD Form 1351-6](#), if used, to the basic order writing activity.



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```
FROM: UNIT ADDRESS//CODE//
TO: MARCORSUPACT KANSAS CITY MO//RMC-FDD//
INFO: NEW PDS//DISBO//
      TDY CMDS//DISBO// (IF APPLICABLE)
SUBJ: REQUEST FOR ADVANCE OF TRAVEL PAY
MSGID/GENADMIN/UNIT ADDRESS/CODE//
REF/
NARR//
RMKS/1. ADV OF TRAVEL PAY/TRANSPORTATION ALLOWANCES IS REQUESTED
FOR THE FOLLOWING:

      MARINE'S FULL NAME AND SSN:

INDICATE ]
METHOD ] CREDIT PMT TO THE MMPA FOR REGULAR PAYDAY DISBURSEMENT,
OF PMT ] CUTPAYMENT (CHECK):

INCLUDE
IF CHECK ]
IS TO BE ] MARINE'S REQUESTED ADDRESS:
MAILED

INDICATE ] FREQUENT/NONFREQUENT TRAVELER:
ONE

      MARINE'S TAD SITE(S), NO. DAYS AT EACH LOCATION, AND QUARTERS
      AND MESS AVAILABILITY AT EACH LOCATION.

INDICATE ]
IF ] RENTAL CAR AUTHORIZED: COST (IF NONFREQUENT TRAVELER):
APPLIES ]

INDICATE ]
IF FEE ] REGISTRATION FEE REQUIRED AT TAD SITE?
NOT YET ]
PAID ]

      MARINE'S MODE OF TRANSPORTATION:
      PORT OF EMBARKATION:
      PORT OF DEBARKATION:

      APPROPRIATION DATA:
```

>Figure 8-2-1.--Message Request for TAD Travel Advance (Sample Format).

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MULTIPLE TRAVEL PAYMENTS LIST		VOUCHER NUMBER 121	D. O. STATION NUMBER 6092	PAGE 1 OF 1 PAGES
ORGANIZATION AND STATION HQ BN, 23 FSSG, PMF, CAMP LEJEUNE, NC 28542			DATE OF PAYMENT 19 SEP 89	
PURSUANT TO AUTHORITY VESTED IN ME, I CERTIFY THESE STATEMENTS ARE CORRECT AND PROPER				
TYPED NAME AND TITLE			SIGNATURE	
NOT REQUIRED				
The statements herein and attached hereto are true and (as evidenced by the payee's signature).			complete and payment or credit has not been received	
TRAVEL AUTHORITY - PAYEE IDENTIFICATION SIGNATURE	ITINERARY DESIGNATION	AMOUNT PAID	CHECK NUMBER OR RECEIPT FOR CASH	
1 MSGT JOHN J. MARINE 123 45 67 89 117-84		\$43.44	60,436,132	
2 MSGT DUKE WAYNE 492 67 08 06 117-84		\$43.44	60,436,133 2	
3 GYSGT WILLIAM C. TELL 312 40 15 16 117-84		\$43.44	60,436,134 3	
4 SGT JOHN P. JONES 419 16 07 19 117-84		\$43.44	60,436,135 4	
5 SGT SAM A. TURNABOUT 127 40 10 98 117-84		\$43.44	60,436,136 5	
6 SGT JOSEPH P. CALABASH 471 82 69 13 117-84		\$43.44	60,436,137 6	
16			16	
17			17	
18			18	
19			19	
20			20	
21			21	
TOTAL		\$260.64		

FORM DD FORM 1351-6 10/7/83

FORM APPROVED BY COMPTROLLER GENERAL U.S., 30 JULY 1964

Figure 8-2-3.--Multiple Travel Payments List.

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CHAPTER 8

TEMPORARY ADDITIONAL DUTY

SECTION 3: TRAVEL CLAIMS

PART A: GENERAL

80301. GENERAL. The form used to claim travel and transportation allowances incident to TAB travel must be completed using a ballpoint pen.

80302. FORMS USED

1. [DD Form 1351-2](#): Travel Voucher or Subvoucher
2. [DD Form 1351-2C](#): Travel Voucher or Subvoucher (Continuation Sheet) -used if there is not enough space on the [1351-2](#).
3. [SF 1164](#): Claim for Reimbursement for Expenditures on Official Business - used when a Marine on TAD incurs reimbursable expenses not covered by the JFTR.

80303. RESPONSIBILITY OF CLAIMANT. The claimant assumes legal responsibility for the claim when signing it, even if the claimant did not prepare it. The claimant may receive penalties for making a false claim (as detailed on the reverse of the form). If a claimant misrepresents facts on a voucher and receives an erroneous payment, which is later recouped, the disbursing officer may not pay reclaims for these amounts.

80304. CLAIMS PREPARED BY THE ADMINISTRATIVE COMMAND. An administrative office preparing a claim for a Marine must not place any statement on the claim without the claimant's advice and consent. The administrative office must advise the claimant that the claimant becomes legally responsible for its truth and validity upon signing it. Administrative offices must not accent a signed, blank claim to be completed for the claimant.

PART B: CLAIM COMPLETION

80311. [DD FORM 1351-2](#): TRAVEL VOUCHER OR SURVOUCHER. Two editions of this form are published: 1 July 1965 and 1 June 1978. The older edition should be used until the supply is exhausted. These instructions are based on the 1978 edition, which is to be completed by the claimant, as follows: (See figures 8-3-1 and 8-3-2 for examples of TAD travel claims.)

1. Heading. Most of this section is self-explanatory. In the TRAVEL ORDERS block, enter the order number and date.
2. Section 1: Itinerary. These sections are to be completed horizontally.

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a. DATE 19 Column. In the column heading, enter the last two digits of the calendar year the travel was performed. If two years were involved, enter both.

b. On the first line enter the date, time, and the place from which departed, then the abbreviation for the mode of transportation used. (These can be found on the back of the form.)

c. On the remaining lines indicate each point on the journey by completing the columns described below:

In column	Enter
DATE	The month and day of each arrival and departure.
TIME	The time arrived at or departed from each stopping point.
PLACE	The location of each stop.
MODE OF TRAVEL	The two-letter mode of travel as shown in the SYMBOLS section on the reverse of the form.
REASON FOR STOP	The two-letter reason for stop, as shown in the SYMBOLS section on the reverse of the form.

These notations should include (1) the permanent duty station, (2) temporary or TAD points, (3) points of authorized delay en route, (4) place(s) of delay en route chargeable as leave, (5) points of embarkation and debarkation, (6) places where orders were canceled or modified, (7) each place, including points of delay en route chargeable as leave, where the mode of transportation changed, (8) the date and hour the Marine began duty after arriving at the TAD point, and the date and hour the Marine completed duty before departing the TAD point

If the Marine travels for personal reasons from the TAD station to the permanent duty station (or to the home from which the Marine commutes to the permanent duty station), include (1) the departure from the permanent duty station (or home), (2) arrival at the TAD station, (3) departure from the TAD station, and (4) arrival at the permanent duty station (or home). See JFTR, paragraph U4130.

3. Section 2: COST OF LODGING. Record the total cost of lodging at each point. Include charges paid for use of Government quarters and any applicable state, district, or local (sales) taxes. Amounts must equal the amounts on the lodging receipts.

4. Section 3: NUMBER OF MEALS

a. GOVT. Indicate the number of Government meals furnished opposite the appropriate date(s).

b. DED. Indicate the number of deductible meals furnished, with or without charge.

(1) The following organizations may furnish 'deductible' meals to the Marine: local or state Governments; foreign Governments; other United States Government agencies, excluding the uniformed services; United States Government contractor, if meals are furnished under terms of the contract; private, professional, technical, fraternal, civic, or similar organizations, in connection with activities sponsored by that organization; a function paid for from contingency or other appropriated or nonappropriated funds.

(2) The following are not considered deductible meals. They will not be deducted from authorized travel allowances based on their availability or use: meals on a commercial aircraft; meals furnished by private individuals; box lunches, in-flight meals, or rations furnished by the Government on a military aircraft.

c. OPEN MESS. Indicate the number of meals available in an open mess opposite the appropriate date(s).

5. Section 4: POC MILES. Not used. (If travel by POC was authorized, the disbursing officer will obtain the distances from the OTD and the SHMG when computing the claim.)

6. Section 5: REIMBURSABLE EXPENSES/CHARGE FOR DEDUCTIBLE MEALS

a. Enter those reimbursable expenses incurred. See the JFTR, volume 1, chapter 4, part F.

b. Enter the number and cost of deductible meals that were furnished with or without charge.

c. Include the points involved, the mileage, and the basis for this mileage (odometer readings) if claiming transportation expenses between the place of lodging-place of business and place of business-place where meals were obtained. (See JFTR, paragraph U3510.) Explain the need for this travel.

7. Section 6: Official Long Distance Telephone Calls. The Marine's commanding officer or designated representative must sign this block in order for the long-distance telephone calls listed in section 5 to be allowed.

8. Section 7: TR'S/MTA'S/MT'S

a. TR's/MT's Used. Enter the serial numbers of the Government transportation requests (TR's) and meal tickets (MT's). Include the points they were used between.

b. MAC Used. If military airlift command channel service (MAC-operated/procured airlift/ category A, B, Y, or M) was used, enter the serial number of the related DD Form 1482: MAC Transportation Authorization. Include the points between which service was authorized.

c. No TR's, MTA's or MT's Issued. Enter the word "None."

9. Section 9: POC Travel. Check the appropriate box if POC was used for any portion of the travel.

10. Section 11: PAYMENT DESIRED. Indicate the method of payment desired if money is due the Marine.

11. Section 12: PER DIEM REQUESTED. Leave blank.

12. Section 13: SIGNATURE OF CLAIMANT and DATE. The claimant must sign and date this block. Upon signing it, the claimant becomes responsible for its truth and validity.

13. Section 23: REQUIRED ATTACHMENTS. The required attachments listed on the back of the form are amended as follows:

- |   |
|---|
| <p>a. Original and three copies of travel orders, including all endorsements to those orders.</p> <p>b. All unused or partially used TR's, tickets, an/or meal tickets, unless previously turned in to the proper authority. Travel orders must be appropriately endorsed. Securely fasten unused TR's, meal tickets, and tickets obtained on TR's, including refund documents, to the claim.</p> <p>c. Receipts from carriers, copies of tickets, or required certifications if cost of transportation is claimed.</p> <p>d. Receipts for all lodgings and any reimbursable (miscellaneous) expense claimed in excess of 325. The actual receipt given to the Marine or a signed statement explaining why it was not available is needed. (Examples: original paid invoices from hotels, carbon copy invoices from rental car agencies.)</p> <p>e. Statements of nonavailability (Government quarters, mess, and directed mode of transportation), unless the order-issuing authority does not require use of Government quarters/messing. Availability statements are usually contained in endorsements to the orders. When the directed mode is not used, include a statement explaining the circumstances.</p> <p>f. Itemization of actual expenses on a daily basis when claim for reimbursement includes travel on an actual expense basis.</p> |
|---|

14. Section 26: REMARKS. Used for statements to support the claim. Before entering anything in this block, turn the carbon paper so the reverse image is not transcribed to the face of the form.

80312. [DD FORM 1351-2C](#) TRAVEL VOUCHER OR SURVOUCHER (CONTINUATION SHEET). For use when there is not enough space on the [DD Form 1351-2](#).

80313. [SF 1164](#): CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS. This form is used to claim reimbursement for travel within or around the permanent or temporary duty station and for other reimbursable expenses. Complete the form by listing expenses by date, item, and amount, with suitable explanations as to the nature of the expenses.

#### PART C: SUBMISSION REQUIREMENTS

##### 80321. GENERAL

1. Supporting Documents. Original and three copies of the orders, in addition to required certificates, endorsements, and receipts.

2. Timeframe. The Marine must submit the travel claim within 3 working days of reporting upon return to the permanent duty station.

>80322. REPEAT TRAVEL ORDERS. Repeat travel orders provide (1) the basic authority for issuing specific or supplementary orders or (2) the authority for paying an initial travel advance which may remain outstanding until the orders expire. The orders do not expire upon the Marine's return to the permanent duty station, but remain in effect until the Marine detaches or the time specified in the orders expires. (See MCO P1000.6.)

#### 1. Supporting Documentation

a. Basic Authority for Supplementary Orders. When repeat travel orders are issued as the basic authority for issuing supplementary orders, the traveler must submit the original and two complete copies of those orders and the original and two complete copies of the related, specific supplementary directive when making the initial claim. Because the finance officer retains the original orders, subsequent claims on the same repeat orders must only be supported by the original and two complete copies of the supplementary directive.

b. Initial Travel Advance. When repeat travel orders are issued as the authority for paying an initial travel advance, the traveler must submit the original and two complete copies of the orders when requesting the initial advance. In these orders the traveler's commanding officer authorizes payment of a specified dollar amount, which is not to exceed the expenses the traveler is expected to incur during the following 45-day period. (Normally, this type of repeat travel order is issued to travelers not requiring their orders to conduct their assignment (e.g., recruiters).) Replenishment of amounts spent will be contingent upon the traveler submitting a claim every 30 days (see 3b below).

2. Payment of Advances. As stated in the NavCompt Manual, volume 3, the finance officer at a traveler's permanent duty station is responsible for the payment of travel claims involving repeat travel orders. Only in unusual circumstances may a claim be paid elsewhere. A claim may be either a request for an advance or settlement of the claim. The finance office maintaining the traveler's pay account is considered the responsible finance officer.

a. Supplementary Orders Issued. Each time the traveler submits a supplementary set of orders, the finance officer will pay an advance based on the duty requirements.

b. Initial Travel Advance. The finance officer pays reasonable amounts authorized by the commanding officer, then retains the original orders. Because individuals assigned these orders normally should have funds at their disposal so that they may begin travel posthaste, the prohibition against paying an advance more than 3 working days before travel begins does not apply.

3. Settlement. Settlement of repeat travel orders may be made only at a traveler's permanent duty station. (See subparagraph 2, above.)

a. Supplementary Orders Issued. Travelers must submit a [DD Form 1351-2](#) upon the completion of the duty contained in the supplemental orders.

b. Initial Travel Advance. Travelers are required to submit a [DD Form 1351-2](#) itemizing their travel agenda for the prior month, to include a listing of reimbursable expenses and transportation costs. This claim must be submitted every 30 days to the servicing finance officer. The finance officer will replenish an amount equal to the amount spent, as long as it is not more than that authorized in the initial advance. The original orders, which the finance officer has retained, is the authority for reimbursing the depleted amount. Commanding officers must authorize reimbursement of amounts exceeding the initial travel advance (for example, if a traveler was authorized an initial advance of \$500, but spent \$550, the finance officer would only replenish \$500 in the absence of approval by the commanding officer).

>80323. BLANKET TRAVEL ORDERS. Only the Commandant of the Marine Corps will issue blanket temporary additional duty travel orders for the travel of military members. The commanding/executive officer of an activity may issue blanket temporary duty travel orders to civilian employees. The authority to sign blanket travel orders issued to civilian employees "By direction" may be further delegated in writing to a subordinate official. This type authorization is permitted when frequent travel is required. Frequent travel, as it pertains to blanket travel orders, is considered to be more than 12 trips per fiscal year. Blanket travel orders maybe issued to individuals, not groups of Marines or civilians. See also MCO 5050.12: Official Travel; NavCompt Manual, paragraph 032106.4b, and JTR, volume I, paragraph C3000.

1. Supporting Documentation. Blanket travel orders do not require the issuance of additional specific or supplementary authorization. Each time a claim (for either an advance or settlement) is submitted, it must be supported by the original and two copies of the blanket travel orders.
2. Advances. As stated in NavCompt Manual, paragraph 032106.4b, payment of claims involving blanket travel orders will be made only at the traveler's permanent duty station. (See paragraph 80322.2, above.) The finance officer will pay an advance based on the duty requirements.
3. Settlement. Travelers are required to submit a [DD Form 1351-2](#) itemizing the travel agenda for the prior month, to include a listing of reimbursable expenses and transportation costs, regardless of the number of trips performed. Claims must be submitted to the finance officer maintaining the traveler's pay account. Again, these claims must be submitted every 30 days.

PART D: ADDITIONAL ADVANCES WHEN A MARINE PERFORMING EXTENDED TAD

>80331. GENERAL. Finance officers may pay a maximum of 30 days of the out-of-pocket expenses a traveler is expected to incur when paying a travel advance for TAD/TDY extending for more than 30 days. A Marine performing temporary additional duty for 30 days or more may request an additional advance from the finance officer servicing the TAD site. Exceptions to this policy may be made only when it is known that a finance officer will not be available at the TAD/TDY site.

80332. SUPPORTING DOCUMENTS. The Marine must provide the finance officer with original orders and receipts for expenses already incurred.

80333. COMPUTATION OF THE ADVANCE. The finance officer will use previously advanced amounts as a guideline for additional advances. Factors such as remaining length and location of TAD must be considered. The finance officer must advance frequent travelers amounts for expenses already incurred in additional M&IE and miscellaneous expense allowance. This will enable the frequent traveler to reimburse the charge card contractor when the bill is received.

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S/N 0102-LF-013-2803

TRAVEL VOUCHER OR SUBVOUCHER				(Complete by typewriter, ink, or ball point pen (PRESS HARD) do not use pencil)				10. FOR DO USE ONLY					
READ PRIVACY ACT STATEMENT ON REVERSE PRIOR TO COMPLETING THIS FORM.								DO VOUCHER NO					
LAST NAME FIRST NAME MIDDLE INITIAL (Print Type) WISE, OLD N.				GRADE RANK MAJ		SSN 111 22 3333		SUBVOUCHER NO					
CHECK MAILING ADDRESS (Include ZIP Code) HQCD, HQBN, TTHMARDIV, FMP, CLNC						DUTY STATION NO 1-1010		PAID BY					
ORGANIZATION AND STATION HQCD, HQBN, TTHMARDIV, FMP, CLNC													
TRAVEL ORDERS (Paragraph 5.0 No. Issuing Hq. Date) (Include amending orders) CG, TTHMARDIV, FMP, CLNC TON# 69201 OF 8 JUN 1989													
PRIOR TRAVEL PAYMENTS OR ADVANCES UNDER THESE ORDERS (Amount, DO Voucher No., Date Received, Place Paid, or DO Station No. if none, so state) NONE													
1. ITINERARY (See item 25 for Symbols)													
DATE 1989	LOCAL TIME (24 Hour Clock)	PLACE (Home, Office, Base, Activity, City and State, City and Country, etc.)						3. NUMBER OF MEALS GOV'T DED.*	4. POC MILES				
8/14	DEP 0300	CAMP LEJEUNE, NC	GA										
8/14	ARR 1105	MCAS FT.			TD								
8/19	DEP 1300	BEAUFORT, SC	GA										
8/19	ARR 1805	CAMP LEJEUNE, NC			MC					COMPUTATIONS			
	DEP												
	ARR												
	DEP												
	ARR												
	DLP												
	ARR												
	DLP												
	ARR												
	DLP												
	ARR												
5. REIMBURSABLE EXPENSES/CHARGE FOR DEDUCTIBLE MEALS * (See item 24)													
DATE	NATURE AND EXPLANATION				AMT CLAIMED	ALLOWED							
8/14-18	BOQ CHARGES \$5.00 PER NIGHT				\$ 25.00								
8/14	GASOLINE-10 GALLONS @ \$1.45				14.50		SUMMARY OF PAYMENT						
8/18	GASOLINE-10 GALLONS @ \$1.45				14.50		Per Diem						
NOTE: QUARTERS AND MESS AVAILABLE								Actual Expense					
6. Long distance telephone calls are certified as necessary in the interest of the Government.								APPROVING OFFICER (37 USC 680a)				Mileage or Transp Allowances	
7. RESIDENTS (If none, so state)												Reimbursable Expenses	
NUMBER	FROM				TO				Total Entitlement				
									Less Previous Payments				
									Less Voucher Deductions				
									Amt Charged to Acct Class				
8. LEAVE STATEMENT: _____ days _____ hours taken between _____ and _____								11. PAYMENT DESIRED					
9. POC TRAVEL <input type="checkbox"/> OWNER/OPERATION (See item 22d) <input type="checkbox"/> PASSENGER								12. <input type="checkbox"/> CHECK <input type="checkbox"/> CASH					
10. <input type="checkbox"/> PER DIEM REQUESTED								13. BAS RATE					
PENALTY: The penalty for willfully making a false claim is A MAXIMUM FINE OF \$10,000 OR MAXIMUM IMPRISONMENT OF 5 YEARS, OR BOTH (U.S. Code, Title 18, Section 292.)													
14. SIGNATURE OF CLAIMANT OLD N. WISE						DATE 20 JUN 1989							
15. ACCOUNTING CLASSIFICATION													
16. COLLECTION DATA													
17. COMPLETED BY	18. AUDITED BY	19. TV. RCRD POSTED BY	20. RECEIVED (Payee signature and date or check no.)		21. AMOUNT PAID								

FORM 1351-2 DD 1 JUN 78

EDITION OF 1 JUL 65 WILL BE USED UNTIL EXHAUSTED

Exception to SF 1032 and 1012a approved by NARS, GSA April 1978

Figure 8-3-1.--TAD Travel Claim.

MCTIM

S/N 0102-LF-013-2803

TRAVEL VOUCHER OR SUBVOUCHER		(Complete by typewriter, ink, or ball point pen (PRESS HARD) do not use pencil)		10- FOR DO USE ONLY		
<p>READ PRIVACY ACT STATEMENT ON REVERSE PRIOR TO COMPLETING THIS FORM.</p>				DO VOUCHER NO.		
LAST NAME FIRST MIDDLE INITIAL (Print/Type)		GRADE/RANK	SSN	5. VOUCHER NO.		
DORSALFINNE, Delbert G.		Capt.	189 18 81 38	PAID BY		
CHECK MAILING ADDRESS (Include ZIP Code)		DUTY PHONE NO.				
DFAS - KCC, Kansas City, MO 64197		5213				
ORGANIZATION AND STATION						
Same as above						
TRAVEL ORDERS (Paragraph 5 D No. Issuing Org. Date) (Include amending orders)						
CO, MCFCTON 14 1801 of 12 Jun 1991						
PRIOR TRAVEL PAYMENTS OR ADVANCES UNDER THESE ORDERS (Amount, DO Voucher No., Date Received. Place Paid, or DO Station No. if none, so state)						
\$100.00 DOV 8 214 14 Jun 1991 DSSN 8193						
* ITINERARY (See Item 25 for Symbols)						
DATE	LOCAL TIME (24 Hour Clock)	PLACE (Home, Office, Base, Activity, City and State, City and Country, etc.)		COST OF LODGING	3 NUMBER OF MEALS GOV'T DED. OFFN MESS	4 POC MILES
6/16	DEP 1325	DFAS - KCC, KCMO	PA			
6/16	ARR 1430		LV			
6/17	DEP 0715	Poplar Bluff, MO	PA			
6/17	ARR 1540		TD			
6/23	DEP 0730	Nashville, TN	PA			
6/23	ARR 1120	Land Between the	LV			
7/2	DEP 0630	Lakee, KY	PA			
7/2	ARR 2130		MC			
	DEP	DFAS - KCC, KCMO				
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					
5 REIMBURSABLE EXPENSE CHARGE FOR DEDUCTIBLE MEALS * (See Item 24)						
DATE	NATURE AND EXPLANATION		AMT CLAIMED	ALLOWED		
SUMMARY OF PAYMENT						
			Per Diem			
			Actual Expense			
			Mileage or Transp Allowances			
			Reimbursable Expenses			
			Total Entitlement			
			Less Previous Payments			
			Less Voucher Deductions			
			Amt Charged to Accty Class			
6 Long distance telephone calls are not filed as necessary in the interest of the Government. APPROVING OFFICER (37 USC 680a)						
7. TRAVELER'S NOTES (if none, so state)						
NUMBER	FROM		TO			
NUMBER						
8 LEAVE STATEMENT <u>10</u> days <u>        </u> hours taken between <u>6:15:17</u> and <u>6:20:7:8:91</u>						
9 POC TRAVEL <input checked="" type="checkbox"/> OWNER/OPERATION (See Item 22d) <input type="checkbox"/> PASSENGER						
10 <input type="checkbox"/> PER DIEM REQUESTED						
11 BASIS RATE						
PENALTY: The penalty for willfully making a false claim is: A MAXIMUM FINE OF \$10,000 OR MAXIMUM IMPRISONMENT OF 5 YEARS, OR BOTH (U.S. Code, Title 18, Section 487).						
I hereby claim any amount due me. The statements on face, reverse and attached are true and complete. Payment or credit has not been received.				14 SIGNATURE OF CLAIMANT		
				DATE		
15 ACCOUNTING ASSISTANT'S SIGNATURE						
16. COLLECTION DATA						
17. COMPUTED BY	18. AUDITED BY	19. TRAVEL RECORD POSTED BY	20. RECEIVED (Payee signature and date or check no.)		21. AMOUNT PAID	
					→	

DD FORM 1 JUN 78 1351-2

EDITION OF 1 JUL 65 WILL BE USED UNTIL EXHAUSTED

Exception to SF 1072 and 1972a approved by GARS, GSA April 1978

Figure 8-3-2.--TAD Travel Claim With Leave Involved.

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CHAPTER 8

TEMPORARY ADDITIONAL DUTY

SECTION 4: SETTLEMENT OF TAD TRAVEL CLAIMS

PART A: INTERNAL CONTROLS

80401. CLAIMS CONTROL. The NAVMC 10366: Postal Card can be used to control the receipt, processing, and payment of a Marine's travel claim when finance and administrative personnel are not co-located. When a Marine files a travel claim, administrative personnel should complete the card and forward it and the claim to the finance office. Upon receipt of the card and claim, the finance office personnel should record the time and date of receipt on the back of the card and return it to the administrative office.

PART B: COMMANDING OFFICER'S RESPONSIBILITIES

80411. NOTIFICATION

1. Notify the finance officer of the Marine's return to the permanent duty station upon completion of TAD.
2. Make sure the Marine submits a travel claim to the local finance office through your office within 3 working days of returning from TAD. (The unit administrative office should help the Marine prepare the claim if assistance is needed.)
3. Notify the Marine that if he fails to submit a claim within that timeframe, his pay account will be checked for the entire amount of the advance.
4. Notify the finance officer when circumstances prevent the Marine from submitting the travel claim within 3 working days.
5. Notify the Marine of the possibility of disciplinary action and the loss of travel allowance entitlements if a fraudulent claim is submitted.

80412. REVIEW OF CLAIM. After the travel is complete, review the travel claim (DD Form 1351-2) before submitting it to the finance officer. The purpose of this review is not to compute the payment, but to ensure the claim is complete and proper. Ensure at a minimum that:

1. the claim is prepared on an original travel voucher with an original signature and date,
2. the claims made agree with the orders,
3. original receipts for lodging and rental cars are attached,
4. advances are indicated in the appropriate block,
5. statement of nonavailability of quarters is attached, when applicable (military and civilian),

6. statement of nonavailability for meals is attached, when applicable (military),
7. traveler did not use more days than necessary to perform the mission or request reimbursement for expenses incurred for personal convenience or pleasure,
- >8. each expense exceeding \$25 is supported by a receipt (a receipt is not required for an expense of \$25 or less),
9. if foreign currency was used, the traveler reported reimbursable expenditures in foreign currency converted into U.S. dollars at the rate(s) of exchange at which the foreign currency was obtained. The rates of conversion and the commissions charges must be shown on the voucher.
10. if the allowable per diem rate "as insufficient and travel on an actual expense basis had not been authorized before travel began, consult the JFTR, paragraph U4210, for procedures on requesting reimbursement on an actual expense basis.

PART C: FINANCE OFFICER'S RESPONSIBILITIES/COMPUTATION OF TRAVEL ENTITLEMENTS

80421. GENERAL. Reconcile and settle travel claims within 10 working days of receiving them.

80422. ELAPSED TIME. Compute the report the Marine's traveltime and elapsed time following the instructions in chapter 10 of this Manual.

80423. TRANSPORTATION ALLOWANCES. Compute the amount the Marine is allowed for transportation, based on the method of transportation authorized and used. See the JFTR, chapter 3, part A.

80424. REIMBURSABLE EXPENSES. Determine which reimbursable expenses claimed are authorized. The JFTR, volume 1, chapter 4, part F, provides an explanation.

80425. PER DIEM. Compute the amount of per diem to which the Marine is entitled. Per diem is a daily allowance designed to cover the cost of quarters, subsistence, and other necessary incidental expenses relating to the ordered travel. It is payable for all periods of temporary duty and travel in connection with that duty.

The per diem allowance for each day of TAD or TDY is established on the basis of the actual amount the Marine pays for lodging plus a prescribed amount for meals and incidental expenses (M&IE). The M&IE rate is payable to the Marine without an itemization of expenses and without receipts. The total amount cannot exceed the applicable locality rate.

1. Rates. Per diem rates for travel in CONUS are contained in the JFTR, appendix B, part 1. For areas outside CONUS, the rates are listed in the JFTR, appendix B, part I.

2. Computation. See the JFTR, volume 1, chapter 4, part B.

PART D: COMPLETION OF THE CLAIM/VOUCHER

80431. COMPLETION OF THE DD FORM 1351-2. Complete the remainder of the DD Form 1351-2: Travel Voucher or Subvoucher, as follows.

1. Summary of Payment Section

a. Per Diem. Show all per diem the Marine was entitled to.

b. Actual Expense. If payment of the Marine on an actual expense basis has been approved and the Marine is being reimbursed on that basis, enter the total of actual expense the Marine is entitled to.

c. Mileage or Transportation Allowances. Enter the mileage amount the Marine is entitled to, or the cost of TR's or transportation allowances.

d. Reimbursable Expenses. Total the reimbursable expense allowed.

e. Total Entitlement. Total amount of entitlements.

f. Less Previous Payments. Total all advances the Marine has received.

g. Less Voucher Deductions. Enter the amount of TR's.

h. Amount Charged to Accounting Classification. Deduct the previous payments and voucher deductions from the total entitlement, and enter the amount due the Marine on this line, if any.

(1) If your calculation equals zero, enter "NONE."

(2) If you calculation equals a negative number, enter "NONE."

2. ACCOUNTING CLASSIFICATION Section. Review the Marine's orders to ensure all nine elements of the appropriation number are accounted for. Amounts must offset the amount of the TTC 1K advance. It must also cite the appropriate FAN under TTC 2D (see MCO P7301.104).

a. Enter the amounts earned as reimbursable to the Marine, including per diem and reimbursable expenses, in the amount block as a debit to the appropriation data reflected in the Marine's orders.

b. Enter the amount of the advance on the next unused line in the appropriation block opposite the accounting data initially charged. Include transaction type code "1K," followed by "CR."

c. When travel advances involve more than 1 fiscal year, enter separate lines of appropriation data followed by "CR." The "CR" annotated amounts will be treated as reverse expenditures so that the appropriation data originally debited by the travel advance can be refunded.

3. AMOUNT PAID Block

a. If the Total Entitlement block is greater than the Less Previous Payments block, enter the difference, which is the total amount due the Marine. See paragraph 80432.

b. If the Total Entitlement block is equal to the Less Previous Payments block, enter "NONE." See paragraph 80432.

c. If the Total Entitlement block is less than the Less Previous Payments block, enter "NONE." See paragraph 80433.

80432. AMOUNT DUE THE MARINE. If the Marine is due money upon settlement of the travel claim, or if the accurate advance had been made and no money is due either the Marine or the Government, complete the following additional blocks on the [DD Form 1351-2](#): (Paragraph 140101 explains how to refund amounts due.

1. DO VOUCHER NO. Assign a DOV number to the claim.
2. PAID BY. Include the following information:
  - a. The account activity number.
  - b. The disbursing office address.
  - c. The date.
  - d. Your DSSN.

80433. MARINE HAS BEEN OVERADVANCED. If the Marine has been overadvanced, indicate on the [DD Form 1351-2](#) the method used to collect the overpayment. (Paragraphs 140102 and 140103 explain how to collect overpayments.)

1. Cash Collection. If the Marine makes a cash payment to repay the amount of the overpayment, prepare the [DD Form 1351-2](#) as a collection voucher.

a. DO VOUCHER NO. Block. Line out the DOV # and replace it with the CV number.

b. PAID BY Block. Enter the words COLLECTION VOUCHER in red.

c. ACCOUNTING CLASSIFICATION. Show the accounting data in block 15 as follows:

(1) Show the amount of the advance. Use 1K as the transaction type code, and enter CR after the amount.

(2) Show the appropriate lines of amounts earned, using 2D as the transaction type code.

d. COLLECTION DATA Block. Enter the following information in block 16: COLLECTION DATA:

16. COLLECTION DATA
Date DO, DO Address, Cash Collection of \$amount for excess TA paid on DOV# DSSN# rec'd by DO

2. Pay Record Checkage. If the Marine's MMPA is checked to collect the overpayment, use the [DD Form 1351-2](#) as a pay record checkage:

a. DO VOUCHER NO. Block. Assign a DOV number to the claim, since it will be a payment voucher of NONE.

b. PAID BY Block. Include the following information.

- (1) The account activity number
- (2) The finance office address.
- (3) The date.
- (4) The DSSN.

c. ACCOUNTING CLASSIFICATION. Show the accounting data in block 15 as follows:

(1) Show the amount of the advance. Use 1K as the transactions type code, and enter CR after the amount.

(2) Show the appropriate lines of amounts earned, using 2D as the transaction type code.

(3) Include an additional line of appropriation for the Marine's pay group. The amount will equal the overpayment.

d. COLLECTION DATA Block Enter the following information in block 16:  
COLLECTION DATA

16. COLLECTION DATA DO, DO Address, Excess TA \$amount charged to MMPA on diary dtd_____
---

PART E: CLAIM PROCESSING

80441. ORDERS ENDORSEMENT Endorse the Marine's orders, as stated in paragraph 20111.

80442. DOCUMENT DISTRIBUTION

1. Original. Forward the original DD 1351-2 (and covering DD Form 1351, if used) with the finance officer's financial returns. Include one copy of the Marine's orders and the original or copies or certificates, receipts, etc., as supporting documents.

2. Retain Files. File one complete copy of the Marine's orders, the claim/voucher, and supporting documents in the retain file.

3. Accounting Copies. Forward one complete copy of the Marine's orders, the claim/voucher, and supporting documents to the basic order writing activity designated in the Marine's orders.

4. Distribute documents used to settle or collect overpayments of advances in accordance with NavCompt Manual, volume 4, chapter 3, part A, and chapter 7, part E, and chapter 8, part A, as applicable. Also to the basic order writing activity.

>80443. MARINE SEPARATES BEFORE TRAVEL ADVANCE ON PRIOR CLAIM SETTLED. The Marine's MMPA will remain in JUMPS/MMS until the January end-of-month U&E (approximately 5 February) of the year after the Marine separates, if (1) the Marine has been separated for at least 4 months, and (2) at least 90 days have elapsed since the last transaction processed against the record.

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Marines separated in the previous calendar year will continue to be dropped from the MMPA each end-of-month U&E if this criteria is met. When an overpayment on a prior travel advance is discovered, use the VIS to determine if a Marine's record is still in JUMPS/MMS. Then, take the following action:

1. If the Marine's MMPA is still maintained in JUMPS/MMS, debit the Marine's pay account using the appropriate finance diary statement. Include a history statement listing the DOV number and date of supporting documentation. Process the original [DD Form 1351-2](#) with the finance officer's financial returns.

2. If the Marine's MMPA is no longer maintained in JUMPS/MMS, take the following actions:

a. Prepare a [DD Form 139](#): Pay Adjustment Authorization for the amount due the Government. Include the number and date of the voucher that the advance was paid on.

b. Forward the [DD Form 139](#) and a copy of the final settlement voucher to the DFAS-KC (EYCT) for action.

c. Process the original settlement voucher, the [DD Form 139](#), etc., with the finance officer's returns.

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CHAPTER 8

TEMPORARY ADDITIONAL DUTY

SECTION 5: FIELD DUTY/WESTPAC UNIT DEPLOYMENT PROGRAM

PART A: FIELD DUTY - GENERAL

80501. REFERENCES. JFTR, paragraph U4102.

80502. GENERAL. A field duty status generally exists when a Marine participates in field training and incurs no special cost for messing and billeting during the training. No per diem allowance is payable for these periods, except under the following conditions:

1. The senior commander of the exercise issues a statement that Government quarters an/or subsistence were not available during stated periods during the exercise.
2. Occasional meals or quarters are necessary.
3. Per diem is authorized by the Secretary of the Navy.
4. The Marine is engaged in the advance planning or critique phase of the operation.
5. The Marine is assigned to a unit participating in the WestPac Unit Deployment Program.

80503. ORDERS PREPARATION. Include the statement: "These orders involve participation in field duty as defined in the JFTR." Specify the inclusive dates during which the Marine will perform field duty. If these statements do not appear, the Marine will be entitled to per diem.

PART B: WESTPAC UNIT DEPLOYMENT PROGRAM

80511. TIME LIMITATION

1. Prior Approval Not Required - 210 Days or Less. Units participating in the unit deployment program can remain on temporary (additional) duty up to 210 days without specific prior approval. This was approved by the Per Diem, Travel and Transportation Allowance Committee as PDC #1315 dated 1 May 1984.
2. Advance Approval Required - More Than 210 Days. Advance approval is required for TAD of more than 210 days. See JFTR, paragraph U2145. This exception to policy is for extenuating circumstances normally resulting from operational commitments or transportation schedule requirements. This exception pertains only to units involved in the UDP. Individual Marines sent TAD or held on legal hold from unit deployment units must still request authority to exceed TAD for more than 180 days.

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80512. DEPLOYED PER DIEM RATES. The Secretary of the Navy has given the Commandant of the Marine Corps the authority to prescribe per diem rates for deployed units outside CONUS. CMC (FD) will publish these rates and issue updates by ALMAR messages. No deviations are authorized

1. Because enlisted personnel will be provided subsistence-in-kind in place of the subsistence portion of the per diem allowance, reimbursement for occasional meals is not authorized.

2. Service members attached to a deployed unit before 27 January 1983 are entitled to deployed per diem when performing temporary duty away from their permanent station. Those members attached on or after 27 January 1983 are entitled to per diem, rather than deployed per diem, when performing temporary duty away from their permanent station.

80513. ORDERS PREPARATION. Include the following statements:

Per diem entitlement authorized under deployed per diem allowance for deployed units, per the JFTR, par. U4105-D and U4135.

Unit messing is essential.

80514. EXCEPTIONS TO ENTITLEMENT. Deployed per diem allowances will terminate at 2400 hours the day before one of the following periods begin, and will resume at 0001 the day after it ends:

1. Group travel.
2. Concurrent TAD under separate TAD orders.
3. Leave.
4. Unauthorized absence.
5. In hands of foreign authorities.
6. Confinement.
7. Treatment in an alcohol or drug rehabilitation center.
8. Sick in hospital or dispensary as a bed patient or inpatient.
9. Embarkment on or performance of duty aboard a ship.
10. TAD, when Government quarters an/or messing is not available. See JFTR, volume 1, chapter 4.

80515. PAYMENT PROCEDURES. Marines deploying under the WESTPAC Unit Deployment Program on or after 1 May 1984 will be paid deployed per diem by JUMPS/MMS.

80516. TRAVEL CLAIMS. Marines only need to file a [DD Form 1351-2](#): Travel Voucher when:

1. The Marine incurs authorized BOQ/BEQ charges while in receipt of deployed per diem. Receipts must be attached. See JFTR, chapter 4, and MCO 7220.39.
2. The Marine was assigned to an advance or rear party or performed concurrent TAD away from the deployed unit.

80517. ADVANCE/REAR PARTIES OR CONCURRENT TAD

1. Orders Requirement. Separate TAD orders must be issued. These orders will cite the unit deployment or local operations and maintenance appropriation, as applicable.
2. Advance Per Diem. Advance per diem maybe paid, based on the applicable locality rate for the anticipated period of duty.
3. Settlement. The Marine must complete and submit a [DD Form 1351-2](#) after completing such duty.

80518. PAYMENT OF NAVY/OTHER SERVICE PERSONNEL

1. Commanding Officer. Take the following actions:
  - a. Using a typewriter or ballpoint pen, prepare an original individual unit deployment record (IUDR) for each member permanently assigned to the deploying unit. Do this before making the first deployed per diem advance.
  - b. Deliver these IUDR's and the original orders to the paying disbursing officer so the member may receive the initial advance payment. After the payment is made, the IUDR's will be returned to your custody.
  - c. Record periods of nonentitlement to deployed per diem on the IUDR as they occur. You are not required to endorse orders for periods of duty under field conditions. See figure 8-5-1.
  - d. When the deployment ends, immediately submit the travel claims to the permanent duty station disbursing officer.
2. Disbursing Officer. When paying advances of deployed per diem to members of other services, round amounts to the next lowest even dollar amount, deducting for periods of nonentitlement.
  - a. Local Disbursing Officer. Upon arrival of a unit in WESTPAC, establish a schedule of per diem advances with the unit commander. This schedule should be followed except in emergencies or due to unforeseen requirements.
  - b. Permanent Duty Station Disbursing Officer. Before the unit deploys, pay an initial 30-day advance. Complete the appropriate portions of the IUDR, then return it and the original orders to the commanding officer.

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c. WESTPAC Disbursing Officer. Compute and pay second and subsequent advances at approximately 30-day intervals. Compute these advances on a 30-day basis, deducting for periods of nonentitlement incurred during the previous 30-day period. Complete the appropriate portions of the IUDR, then return it and the original orders to the commanding officer.

3. Settlement of Travel Claims. When the deployment ends, the commanding officer will immediately submit all travel claims to the permanent duty station disbursing officer for settlement. File copies of the completed IUDR in the retain files and voucher returns.





CHAPTER 8

TEMPORARY ADDITIONAL DUTY

SECTIONS: ATTENDANCE AT MEETINGS AND CONFERENCES

PART A: APPROVAL OF ATTENDANCE

80601. OBTAINED PRIOR TO MARINE'S ATTENDANCE. The order-issuing authority should obtain approval before issuing orders to attend a meeting or conference requiring a registration fee. Use the following procedures:

1. Prepare an OPNAV 5050/11 to obtain approval for attendance and expenses. Submit this request to the appropriate official listed below for approval:

a. Commanding General.

b. Director, Marine Corps Reserve Support Center.

c. Directors, Marine Corps Districts.

d. Commanding Officer, Marine Corps Finance Center.

e. Director, Administration and Resource Management, Headquarters Marine Corps for all Marines assigned or attached to Headquarters Marine Corps for duty.

f. CMC (MMOS-4), for all commands/activities not under the administrative command of one of the above authorities.

(This authority may not be redelegated. Requests for changes or additions to it may be requested in writing from CMC (FD) and must contain specific justification.)

2. If circumstances dictate, you may issue a message or make a telephonic request to the approving authority to obtain approval. If the request is approved, prepare an OPNAV 5050/11 to confirm the request. Explain the circumstances that prevented you from submitting the form in advance. See SECNAVINST 4651.8.

80602. FAILURE TO OBTAIN APPROVAL. If approval of attendance has not been obtained before the Marine attends the meeting or conference, the command must request approval after-the-fact from CMC (MMOS-4) after obtaining the OPNAV 5050/11 from the normal approving authority. If approved, CMC (MMOS-4) will issue an approval-of-action letter for use as a supporting document for the claim and payment.

PART B: ORDERS TO MEETINGS/CONFERENCES

80611. WHEN TO ISSUE TAD ORDERS. Issue TAD orders when the meeting or conference is outside the area of the permanent duty station. Also issue orders if within the area of the permanent duty station but the Marine will not commute daily. See JFTR, paragraph U3500. When it is within the area of the permanent duty station and the Marine will commute daily to attend the meeting, TAD orders do not need to be issued.

80612. ORDERS PREPARATION. If approval of attendance is required, include the following statement on the TAD orders, once approval has been obtained:

Funds not to exceed \$\_\_\_\_.\_\_\_\_ for expenses required to attend meeting were approved (Date) on OPNAV 5050/11 by (name and title of approving authority), as designated by CMC. Registration fee of \$\_\_\_\_.\_\_\_\_ authorized.

PART C: CLAIMS PREPARATION AND SETTLEMENT

80621. FEDERALLY SPONSORED MEETINGS OUTSIDE AREA OF PERMANENT DUTY STATION. The Marine should prepare a [DD Form 1351-2](#): Travel Voucher or Subvoucher to claim attendance at a federally sponsored meeting outside the area of the permanent duty station. These claims require the same supporting documents and are settled in the same manner as claims for other TAD travel. See sections 3 and 4 of this chapter.

80622. FEDERALLY SPONSORED MEETINGS WITHIN AREA OF PERMANENT DUTY STATION. The Marine should prepare an [SF 1164](#): Claim for Reimbursement for Expenditures on Official Business to claim reimbursement for expenses incurred. The Marine should list all expenses by date, item, and amount, with an explanation of the expense.

1. The commanding officer will furnish complete accounting data in the accounting area. The original [SF 1164](#) must be signed by the Marine and approved by the authorizing officer.
2. Supporting Documents. The original and two copies of the [SF 1164](#).
3. Payment. The Marine should submit the [SF 1164](#) to the commanding officer, who will forward it to the disbursing officer for payment. If the disbursing officer is not able to settle it, the claim may be submitted to an imprest fund cashier.

80623. NON-FEDERALLY SPONSORED MEETINGS OUTSIDE AREA OF PERMANENT DUTY STATION

1. Claims Preparation. The Marine should prepare a DD Form 1851-2: Travel Voucher or Subvoucher to claim attendance at a non-federally sponsored meeting outside the area of the permanent duty station. See section 3 of this chapter. In addition, the following information should be included:

a. Items: Reimbursable Expenses/Charge for Deductible Meals. Indicate the amount of the registration fees. Also, provide the date(s), an explanation, and the amount charged (enter N/C if no additional charge was made) of deductible meals provided.

b. REMARKS Block. A statement as to whether or not the registration fee included charges for meals (luncheons, banquets, etc.) and/or lodging. If so, include the number of meals and the dates on which they were provided and/or the dates lodging was provided.

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c. **DED Block of Item 3.** Indicate the number of meals included in the registration fee.

6. REIMBURSABLE EXPENSES/CHARGE FOR DEDUCTIBLE MEALS (See Form 24)				
Date	Nature and explanation	Am't Claimed	Allowed	
1002-001	4 Dec. Meals Included in Reg Fee	\$5.00		
	OR			SUMMARY OF PAYMENT
1112-	22nd, Meals Included in Reg Fee	NA		Per Diem
1301				Actual Expense

2. Supporting Documents. These claims require the same supporting documents and are settled in the same manner as claims for other TAD travel. In addition: a receipt for the registration fee, if more than \$25.

3. Payment of Claim. The disbursing officer servicing the Marine's permanent duty station will pay these claims. When determining the amount due, the disbursing officer will:

a. Reduce per diem allowances for any meals and/or lodging costs included in the registration fee.

b. Not pay amounts exceeding the maximum authorized in the travel orders, unless a supplemental OPNAV 5050/11 has been approved and orders amended.

80624. NON-FEDERALLY SPONSORED MEETINGS WITHIN AREA OF PERMANENT DUTY STATION

1. Travel Orders Issued. The Marine should prepare a [DD Form 1351-2](#): Travel Voucher or Subvoucher to cover authorized transportation expenses and registration fees. See section 3 of this chapter.

a. Supporting Documents. The original and two copies of the travel orders, a receipt covering payment of the registration fee, if more than \$25, and any other applicable receipts and certificates.

b. Payment. The disbursing officer servicing the Marine's permanent duty station will pay these claims. When determining the amount due, the disbursing officer will not pay amounts exceeding the maximum amount authorized in the orders or approval-of-action letter, unless a supplemental OPNAV 5050/11 has been approved and the orders amended. In any case, however, the total payment cannot exceed the authorized transportation expense prescribed in the JFTR, chapter 3, part F plus the registration fee.

2. Travel Orders Not Issued. The Marine should prepare an SF 1184: Claim for Reimbursement for Expenditures on Official Business

a. Supporting (Documents. The original and two copies of the OPNAV 5050/11, a receipt covering payment of the registration fee when the amount is more than \$25, and any other applicable receipts and certificates.

b. Payment. The claim should be submitted to the imprest fund cashier. The imprest fund cashier will not pay an amount exceeding the maximum amount authorized in the orders or approval-of-action letter, unless a supplemental OPNAV 5050/11 has been approved and the orders amended. However, the total payment cannot exceed the authorized transportation expense prescribed in the JFTR, chapter 3, part F plus the registration fee.

>80625. REGISTRATION FEES

1. The reimbursement of registration fees may be authorized or approved when required as a condition for attendance at meetings sponsored by Federal agencies or meeting of technical, professional, scientific, or other non-Federal organization.
2. When a registration fee is required incident to attendance at a meeting sponsored by a non-Federal organization, approval for attendance must be obtained on a NAVSO Form 12000/2: Request for Approval for Attendance at Meetings. (See SECNAVINST 4651.8.) When approval is obtained, the registration fee and related authorized expenses are reimbursable subject to the total cost limitation specified on the NAVSO Form 12000/2.
3. When the cost of quarters and meal expenses are included in the registration fee, the portion attributable to quarters plus the amount paid to the Marine for meals and incidentals must not exceed the allowance.
4. Membership dues and fees for entertainment, social events, or other personal items (e.g., refreshments, souvenirs, etc.) are not reimbursable if separately identifiable but included in the total amount of the registration fee.

CHAPTER 8

TEMPORARY ADDITIONAL DUTY

SECTION 7: COURSES OF INSTRUCTION

80701. COSTS INCURRED FOR ON-DUTY COURSES. The TAD orders may include cost for payment of on-duty course costs (tuition, books, etc.). the amount of the advance will be the total cost of tuition, books, etc. Amounts for travel and per diem advances, in addition to course costs to be paid a Marine, will be determined following the instructions in section 2 of this chapter. The claim, supported by the proper substantiating documents, will be liquidated following the instructions in section 4 of this chapter.

80702. DUTY UNDER INSTRUCTION. When a Marine is assigned under PCS orders to a school or installation as a student to pursue a course of instruction of 20 weeks or more at one location, the school or installation is deemed a permanent duty station. If the course is not completed, new orders are issued prior to the expiration of the 20-week course.

>80703. TEMPORARY DUTY UNDER INSTRUCTION. See JFTR, paragraph U2145.

CHAPTERS

TEMPORARY ADDITIONAL DUTY

SECTIONS: COLLECTION OF OVERPAID TRAVEL ADVANCES  
WHEN TRAVEL FUNDED BY ANOTHER COMMAND

80801. GENERAL. A Marine may perform temporary additional duty (TAD) that is funded by a command other than the Marine's permanent duty station. That command will provide the correct appropriation data to the Marine's command for inclusion on the orders.

80802. WHEN SETTLEMENT CANNOT BE LOCATED/CONFIRMED. The fund administrator of the activity funding the TAD may determine that the travel has not been settled 30 days after the estimated completion date of the orders.

1. When this occurs, the Comptroller should advise the Marine via the Marine's Comptroller that unless a settlement can be confirmed or an explanation of extenuating circumstances is provided, the Marine's pay account will be checked for the amount of the overpayment.
2. If no confirmation is received or explanation provided, the Comptroller of the funding activity should direct the closest disbursing officer to check the Marine's pay account. (The Comptroller must advise the disbursing officer that the Marine has been notified.) The disbursing officer will use the disbursing diary statement shown in paragraph 140103 to check the Marine's pay.
3. After entering the checkage, the disbursing officer will forward a copy of the checkage action to the Marine via the Marine's commanding officer.
4. Marine Transferred. Instances may exist where the Marine is transferred before the Marine's Comptroller is advised that settlement must be confirmed or an explanation provided. (Again, the Marine's Comptroller is advised by notice to the Marine via the Comptroller.) When this occurs, the following actions must occur.
  - a. The Comptroller of the Marine's previous duty station must advise the Comptroller of the funding activity of the Marine's transfer and that no settlement can be verified.
  - b. The Comptroller of the funding activity must then advise the Marine via the Comptroller for the new Marine's permanent duty station that unless a settlement can be confirmed or an explanation of extenuating circumstances provided, the Marine's pay account will be checked for the amount of the overpayment.
  - c. Procedures described in subparagraphs 2 and 3 above are to be followed if a settlement confirmation or explanation is not received.

MCTIM

CHAPTER 9

EVACUATION ALLOWANCES

PARAGRAPH PAGE

SECTION 1: GENERAL

GENERAL.....	90101	9-3
REFERENCES.....	90102	9-3

SECTION 2: CLAIMS FOR EVACUATION ALLOWANCES INITIAL  
PAYMENT OF PER DIEM

GENERAL.....	90201	9-5
COMPLETION OF THE DD FORM 1351-4.....	90202	9-5
ADDITIONAL ENTRIES WHEN DEPENDENTS DIVERTED WHILE ENROUTE TO MARINE'S DUTY STATION.....	90203	9-6
SUPPORTING DOCUMENTS.....	90204	9-6

SECTION 3: PAYMENT OF EVACUATION ALLOWANCE

PART A: PAYMENT OF EVACUATION ALLOWANCE

EVACUATION ALLOWANCE PAYMENTS.....	90301	9-11
------------------------------------	-------	------

PART B: PAYMENT OF PER DIEM

FREQUENCY OF PAYMENT.....	90311	9-11
PREPARATION OF THE DD FORM 1351.....	90312	9-11
WHEN DEPENDENTS ENROUTE TO MARINE'S DUTY STATION DIVERTED DUE TO EVACUATION.....	90313	9-13
DEPENDENT TRAVEL RECORD.....	90314	9-13
ENDORSEMENT OF ORDERS.....	90315	9-13

MCTIM

	PARAGRAPH	PAGE
DOCUMENT DISTRIBUTION.....	90316	9-13
DOUBTFUL CLAIMS.....	90317	9-14

FIGURE

9-2-1 CLAIM FOR EVACUATION ALLOWANCES.....	9-8
9-3-1 EVACUATION PAYMENT VOUCHER .....	9-15

MCTIM

CHAPTER 9

EVACUATION ALLOWANCES

SECTION 1: GENERAL

90101. GENERAL. An evacuation is the ordered movement or authorized departure of the dependents of Marines from a special area when ordered or authorized by the State Department, the Joint Chiefs of Staff, or the appropriate United States uniformed services commander.

90102. REFERENCES. Command and noncommand-sponsored dependents' entitlement to the following allowances are explained in the referenced paragraph of the JFTR:

Dislocation allowance	U5615
Transportation of dependents	U6005
Transportation of household goods	U6010
Transportation of privately owned vehicles	U6015
Station allowances (see MCO P7220.31 and P1080.35 for payment procedures)	U6020
Per diem allowances for command-sponsored dependents	U6025
Family separation allowance	U6030

## CHAPTER 9

## EVACUATION ALLOWANCES

SECTION 2: CLAIMS FOR EVACUATION ALLOWANCES/INITIAL PAYMENT  
OF PER DIEM

90201. GENERAL. The Marine or the Marine's dependents must submit a DD Form 1351-4: Voucher or Claim for Dependent Travel and Dislocation or Trailer Allowance to claim evacuation allowances. This form will also support the initial payment of per diem to command-sponsored dependents residing at or near the Marine's duty station.

90202. COMPLETION OF THE DD FORM 1351-4. See figure 9-2-1 for an example of a claim for evacuation allowances. Type or write 'EVACUATED FROM (insert place)' across the top of the form. Leave the BUREAU VOU NO, SUBVOUCHER NO, DO VOUCHER NO, and PAID BY blocks blank. Complete the remainder of the claim as follows:

Section	Entry
PAYMENT FOR	Check the box to the left of 'OTHER (Specify)' block, and enter 'EVAC ALW' in that block. Also, check the boxes to the left of DLA and MONETARY ALW IN LIEU OF TRNSPN Blocks, if applicable.
TRAVEL AUTHORITY	Enter the evacuation order or cite the authority for the evacuation.
LAST NAME ...and SSN	Primary dependent's name and social security number.
CHECK MAILING ADDRESS	Indicate where the check is to be mailed.
ORGANIZATION AND STATION	Enter the Marine's current duty station.
I: DEPENDENTS TRAVEL	List each of the Marine's dependents who evacuated. <ul style="list-style-type: none"> <li>a. Use the spouse's given name (e.g., Alice Norton instead of Mrs. Ralph Norton).</li> <li>b. Enter each dependent's relationship. Be specific! (For example, wife, husband, daughter, stepson, parent.)</li> <li>c. Include the children's birthdates.</li> <li>d. Do not complete the MODE OF TRNSPN, FROM, and TO blocks when the claim is for transportation of dependents, or initial payment of per diem for command-sponsored dependents.</li> </ul>

MCTIM

Section

Entry

SIGNATURE OF CLAIMANT AND  
DATE

The individual submitting the claim  
must sign and date this block.

VI: DISLOCATION ALLOWANCE

Enter N/A in the blanks in the first  
paragraph. Enter a new paragraph as  
follows:

3. This evacuation dislocation allowance is payable per JFTR, paragraph U6035.3
--

REMARKS

Enter the following statement in the REMARKS block when  
paying rates other than the travel per diem allowances  
contained in the JTTR, appendixes B and J:

Daily rate of evacuation allowances contained in this voucher I authorized by the Per Diem, Travel, and Transportation Allowance Committee, Special Determination No, _____ dated _____
---

90203. ADDITIONAL ENTRIES WHEN DEPENDENTS DIVERTED WHILE EN ROUTE TO  
MARINE'S DUTY STATION. Non-command sponsored dependents en route to the  
Marine's duty station are not entitled to transportation allowances.

1. Type or write the words 'DEPENDENTS DIVERTED' across the top of the form.
2. Reference the Marine's PCS orders and the document or oral authorization  
allowing the diversion and related travel in the TRAVEL AUTHORITY block.

90204. SUPPORTING DOCUMENTS. The following documents support claims for  
evacuation allowances:

1. The original and two copies of the evacuation or diversion orders or  
certificate in lieu of orders, as applicable. These orders will cover the  
travel of dependents from the place where travel originated to the safe haven  
or designated place.
2. A statement by the commander of the safe haven location authorizing the  
dependents' delay in leaving the safe haven after they had been offered  
transportation to a designated place.
3. The original and two copies of the certificate of the commanding officer  
at the evacuation location. When transportation of a Marine's dependents is  
authorized, a Certificate in Lieu of Orders will support claims for travel  
at personal expense. (A copy of this certificate appears in figure 4-2-2 and  
maybe reproduced locally.) The Commandant of the Marine Corps, the  
commanding officer of the safe haven or designated place, or the commanding  
officer at the permanent duty station will complete this form. It can  
be used when the dependents travel to
  - a. a safe haven location,
  - b. a designated place,
  - c. a designated place from a safe haven location, or
  - d. the station from which the dependents were evacuated from a safe  
haven or designated place.

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4. Copies of any Per Diem, Travel, and Transportation Allowance Committee special per diem authorization establishing a daily rate of per diem other than the travel per diem allowance prescribed in the JFTR, volume 1, appendixes B and D

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VOUCHER CLAIM FOR DEPENDENT TRAVEL AND DISLOCATION OR TRAVEL ALLOWANCE <i>(Complete with ink - all-point pen or typewriter. Indicate with arrow applicable.)</i>		USE REVERSE FOR CONTINUATION OF ITEMS IDENTIFYING BY ITEM NUMBERS	BUREAU VOU NO.	SUBVOUCHER NO.	DO VOUCHER NO.			
PAYMENT FOR <u>EVACUATED FROM</u> <u>Insert place</u>		PAYMENT DESIRED <input type="checkbox"/> CASH <input checked="" type="checkbox"/> CHECK		PAID BY				
<input checked="" type="checkbox"/> MESSAGE (Civ. Empl.) <input type="checkbox"/> DLA (Member) (See Reverse) <input type="checkbox"/> ACTUAL TRNSPN COST (Member/Civ. Empl.)		<input type="checkbox"/> MONETARY ALW IN LIEU OF TRNSPN (MEMBER) <input type="checkbox"/> TLR ALW (Member) OTHER (Specify) <u>EVAC ALW</u>						
TRAVEL AUTHORITY (PCS Order, Dependent Travel Authorization, if issued, etc.) <u>CMC 880477 NOV 84</u>								
LAST NAME-FIRST NAME-MIDDLE INITIAL (Print/Type) <u>THEBERGROSS, Leta T.</u>		GRADE/RANK <u>O-8gt</u>	SSN <u>44 44 4444</u>	DUTY PHONE NO. <u>3411</u>				
CHECK MAILING ADDRESS <u>314 Stream St., Concord, CA 94529</u>								
ORGANIZATION AND STATION <u>H&amp;SBd, MCB Camp Smedley D. Butler, PPO Seattle 88773</u>								
I. DEPENDENTS TRAVEL THE FOLLOWING PERSONS WERE MY DEPENDENTS ON EFFECTIVE DATE AND PERFORMED TRAVEL AS CLAIMED UNDER AUTHORITY STATED ABOVE. WITH INENT OF ESTABLISHING A BONA FIDE RESIDENCE AT DESTINATION, NONE OF THE DEPENDENTS SHOWN WAS A MEMBER OF THE UNIFORMED SERVICES ON ACTIVE DUTY. TRAVEL COVERED BY THIS CLAIM REPRESENTS THE ENTIRE TRAVEL OF ALL MY DEPENDENTS ON THIS CHANGE OF STATION EXCEPT AS INDICATED IN REMARKS ON REVERSE.								
NAME	RELATIONSHIP	BIRTHDATE OF CHILDREN	MODE OF TRNSPN (YR. NO. WHEN USED)	FROM	TO			
<u>Leta Therabogoss</u>	<u>wife</u>							
TRAVEL FROM (Check One) <input type="checkbox"/> LAST PERMANENT STATION <input type="checkbox"/> OTHER THAN LAST PERMANENT STATION HOME OR PLACE FROM WHICH LAST ORDERED TO ACTIVE DUTY <input type="checkbox"/> FIRST PERMANENT STATION <input type="checkbox"/> LAST DUTY STATION <input type="checkbox"/> HOME, HOME OF SELECTION, OR PLACE FROM WHICH ORDERED TO ACTIVE DUTY <input type="checkbox"/> ROUND TRIP TRAVEL IN CONNECTION WITH CIVILIAN EMPLOYEE'S RENEWAL AGREEMENT								
BONA FIDE RESIDENCE UNTIL FURTHER GOVERNMENT TRANSPORTATION IS AUTHORIZED (7001JTR) DEPENDENTS WILL ESTABLISH A BONA FIDE RESIDENCE. Show complete address. DEPENDENT'S ADDRESS ON RECEIPT OF ABOVE TRAVEL AUTHORIZATION ADDRESS TO WHICH DEPENDENTS LAST TRANSPORTED AT GOVERNMENT EXPENSE								
HAVE HOUSEHOLD GOODS BEEN SHIPPED TO NEW ADDRESS?		YES	NO (IF NO, GIVE REASON WHY IN REMARKS BLOCK ON REVERSE)					
II. DEPENDENTS ACTUAL TRAVEL FROM (COMPLETE ADDRESS) TO (COMPLETE ADDRESS)								
DATE TRAVEL BEGAN	DATE TRAVEL COMPLETED	PORT OF DEPARTURE (INCLUDE APOE)	PORT OF ARRIVAL (INCLUDE APOD)	SPEEDOMETER READING TO				
III. OVERSEAS RETURNEE - DEPENDENTS DID NOT TRAVEL OVERSEAS PERMANENT STATION PRIOR TO OVERSEAS ASSIGNMENT GRADE AT DEPARTURE U.S. REENTRY PORT ADDRESS TO WHICH DEPENDENTS TRAVELED OR REMAINED AT GOVERNMENT EXPENSE YES NO								
IV. REIMBURSABLE EXPENSES								
DATE	NATURE AND EXPLANATION			AMOUNT CLAIMED	ALLOWED			
I hereby claim any amount due me. The statements on face reverse and attached are true and complete. Payment or credit has not been received.				SIGNATURE OF CLAIMANT AND DATE				
APPROPRIATION SYMBOL AND SUBHEAD	OBJECT CLASS	BUR. CONT. NO./SUB. ALLOT. NO.	AUTH. ACT'G ACTIVITY	TYPE	AUXILIARY COST CODE	COST CODE	AMOUNT	COMPUTATIONS
COMPUTED BY	AUDITED BY	TRAVEL RCRD POSTED BY	RECEIVED (PAYEE SIGNATURE & DATE, OR CHECK NO.)			AMOUNT PAID		

FORM 1 SEP 70 1351-4 (NAVY OVERPRINT) S/N 0102 LF-013-3422 PREVIOUS EDITION MAY BE USED FORM APPROVED BY COMPTROLLER GENERAL, U.S. APRIL 28, 1972

Figure 9-2-1.--Claim for Evacuation Allowances.

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V. TRANSPORTATION OF HOUSE TRAILER				
DATE TRAILER ACQUIRED:	ADVANCE \$	DATE OF ADVANCE	TRANSPORTED BY	
			<input type="checkbox"/> PRIVATE MEANS	<input type="checkbox"/> COMMERCIAL TRANSPORTER (Attach Commercial Bill of Lading)
TRAILER: TRANSPORTED AT MY OWN EXPENSE, FOR USE AT DESTINATION AS RESIDENCE FOR			<input type="checkbox"/> DEPENDENTS	<input type="checkbox"/> SELF
FROM:	DATE DEPARTED	TO:	DATE ARRIVED	
<p>I understand that acceptance of the trailer allowance constitutes an irrevocable decision to that allowance in lieu of the dislocation allowance and shipment of household effects. I have not and will not (a) claim the dislocation allowance or (b) request shipment of baggage or household effects at government expense.</p>				
VI. DISLOCATION ALLOWANCE				
<p>1. This is the <u>    </u> N/A <u>    </u> (number) claim for dislocation allowance based on a permanent change of station, during <u>    </u> N/A <u>    </u> (fiscal year).</p> <p>2. I have not and will not request Government procurement shipment of a house trailer or reimbursement for shipment of personal effects if I am claiming a dislocation allowance for this PCS.</p> <p>3. This evacuation dislocation allowance is in accordance with the provisions set forth in the JFTR, paragraph U6035.</p>				
VII. DEPENDENCY STATEMENTS				
<p>(Proof of dependency of parents, step and adopted children, children over 21 years of age mentally or physically incapacitated, or dependent husband and children of a female member. (Complete as applicable to your claim.)</p> <p>My dependent(s) named in this claim is, are, in fact dependent upon me and a certificate of dependency was approved by the appropriate agency. Further, there has been no change in the conditions of dependency since the certificate of dependency was approved. I understand that in the case of a dependent parent the certificate of dependency must be approved annually.</p> <p><b>CERTIFICATE OF RESIDENCE OF PARENT(S)</b> My dependent parent(s) resided as a member of my household at time of receipt of applicable orders or other authority and resided as a member of my household established incident to the change of station.</p> <p><b>CERTIFICATE OF STEPCHILD</b> Mother's Name _____, the mother of the stepchild (stepchildren) named in this claim was my legal wife at the time this travel was performed.</p>				
VIII. PENALTY				
<p>The penalty for willfully making a false claim is: A maximum fine of \$ 10,000 or maximum imprisonment of 5 years, or both, (U.S. Code, Title 18, Section 287, formerly Section 80.)</p>				
IX. REQUIRED ATTACHMENTS				
<ol style="list-style-type: none"> <li>1. Original and/or legible copies of PCS orders as instructed.</li> <li>2. Original and/or legible copies of TDY orders (as instructed) - If PCS was preceded by TDY pending further orders or indeterminate TDY.</li> <li>3. Two copies dependent travel authorization, if issued.</li> <li>4. Copy of secretarial approval of travel - if claim concerns parents who either did not reside in your household before their travel and/or will not reside in your household after travel.</li> <li>5. Memorandum copy of each transportation request (SF 11896) used.</li> <li>6. Other attachments will be directed.</li> </ol>				
REMARKS	<p style="text-align: center;"><b>ENTER WHEN DAILY RATE IS OTHER THAN THAT SPECIFIED IN JFTR, APPNS B AND J.</b></p>			
<p>"Daily rate of evacuation allowances contained in this voucher authorized by the PER DIEM, Travel and Transportation Allowance Committee Special Determination No. <u>    </u> dated <u>    </u>."</p>				
X. APPROVED FOR PAYMENT	(When required by individual service regulator.)	SIGNATURE OF AUTHORIZED APPROVING CERTIFYING OFFICER & DATE		

Figure 9-2-1.--Claim for Evacuation Allowances--Continued.

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CHAPTER 9

EVACUATION ALLOWANCES

SECTION 3: PAYMENT OF CLAIMS

PART A: PAYMENT OF EVACUATION ALLOWANCE

90301. EVACUATION ALLOWANCE PAYMENTS. The Marine or the Marine's primary dependent must submit a DD Form 1351-4: Voucher or Claim for Dependent Travel and Dislocation or Trailer Allowance to claim evacuation allowances. This form also supports a claim for the initial payment of per diem. The claim must be supported by the documents listed in paragraph 90204.

PART B: PAYMENT OF PER DIEM

90311. FREQUENCY OF PAYMENT

1. Initial and Second Payments. Make an initial payment of per diem 15 days after the dependents arrive at the designated place or safe haven location.

2. Subsequent Payments. The Marine's dependents are entitled to per diem payments as described below. When making payments, continue to endorse the travel orders.

a. Dependents at Safe Haven Location. Make a third and subsequent payment of per diem at the end of each 15 day period after the second payment is made. Payments are subject to the limitations of the JFTR, paragraph U6025.

b. Designated Place. Per diem allowance payments in excess of 30 days must be approved by the CMC.

90312. PREPARATION OF THE DD FORM 1351. See figure 9-3-1 for an example of a voucher used to pay an evacuation allowance. Prepare a DD Form 1351: Travel Voucher as a payment voucher of per diem allowances. Type or write the words 'EVACUATED FROM (insert place)' across the top of the form. Then, complete the form as follows:

Section/Block

Entry

BUREAU VOUCHER NUMBER,  
D.O VOUCHER NUMBER,  
and PAID BY

Self-explanatory.

I: PAYMENT FOR

In block 9, the words 'EVACUATION PER DIEM ALLOWANCES'. Check the box next to it.

## Section/Block

## Entry

## II: INDIVIDUAL PAYMENT

1. PAYEE Name of the Marine's primary dependent and the relationship to the Marine. (Enter the name of the designated representative for the minor children, followed by the Marine's name, if applicable.)
3. MSN/SSAN Marine's SSN
5. TRAVEL ORDER Reference the authorization for the evacuation, include by the name of the order-issuing activity and the number of and the date of the orders, if issued. Enter the payee's address at the safe haven location in the right portion of the block, if a check needs to be mailed.
7. CHECK NUMBER Check number
8. CHECK DATE, 10. DATE PAID No entry required if this can be determined from other information on the check.

## V: REMARKS

Show your computations. Include the number of days and the inclusive dates, the rates at which payable, and appropriate deductions for Government quarters.

On the second payment of per diem allowances, and on payments after that, list previous payments. Include the voucher number, the activity symbol number, the amount paid, and the date paid.

The Per Diem, Travel, and Transportation Allowance Committee may authorize rates other than the travel per diem allowances in the JFTR, volume 1, appendixes B and J. When this occurs, enter the following statement:

Daily rate of evacuation allowance contained in this voucher authorized by Per Diem, Travel, and Transportation Allowance Committee, Special Determination No. \_\_\_\_\_ dated\_\_\_\_\_.

VI: ACCOUNTING  
CLASSIFICATIONS

Appropriation data chargeable, consistent with NavCompt Manual, volume 2.

## AMOUNT PAID

Amount paid. This should equal the amount charged in section VI.

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90313. WHEN DEPENDENTS EN ROUTE TO MARINE'S DUTY STATION DIVERTED DUE TO EVACUATION. Make the following additional entries on the [DD Form 1351](#).

Block/Section	Entry
I: PAYMENT FOR	In block 10, enter 'DEPENDENTS DIVERTED'. Check the box next to it.
II: INDIVIDUAL PAYMENT	
5. TRAVEL ORDER	Reference the Marine's PCS orders and the document or oral authority authorizing the diversion.
6. ADVANCE OF TRAVEL ALLOWANCES...	Explain the related travel.

90314. DEPENDENT TRAVEL RECORD. Record payments of evacuation allowances on the NAVMC 118(21): Dependent Travel Record (page 21). This form is filed on the left side of the pay record. If your finance office does not maintain the Marine's pay record, forward a copy of the payment voucher to the finance office that does. Verify the amount paid against the Marine's monthly amount of BAQ entitlement and make any required adjustment.

>90315. ENDORSEMENT OF ORDERS. Endorse the travel orders or certificate, whichever was issued the Marine's dependents, when paying evacuation allowances and each time payment of per diem is made.

1. Include the following information:

- a. the date of payment
- b. the amount of payment
- c. the voucher number
- d. DSSN.

2. Return the original orders or the certificate, as applicable, and a copy of the paid travel voucher to the claimant.

90316. DOCUMENT DISTRIBUTION

1. Financial Returns. Forward the original claim/payment voucher with the finance officer's financial returns. Attach a copy of the original orders and/or certifying documents as substantiation.

2. Retain Copy. File one copy of the supporting documents and the forms used to process the claim with your retain records.

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3. Control Copies. Forward a copy of each voucher used to pay evacuation allowances to the DFAS-KC (EYCT), Kansas City, MO 64197-0001.

4. Accounting Copies. Distribute the accounting copies of all forms used to process the claim following the instructions in the NavCompt Manual, volume 4, chapter 6, part 1, section II.

90317. DOUBTFUL CLAIMS. Process doubtful claims following the instructions in chapter 2, section 5, of this Manual.

9-14

Ch 1

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EVACUATED FROM KANEHOE BAY, HI

<b>TRAVEL VOUCHER (7240)</b>				BUREAU VOUCHER NUMBER		D. O. VOUCHER NO. <b>272901</b>	
<b>I. PAYMENT FOR</b>						<b>PAID BY</b>  <b>DO, KANEHOE BAY</b> <b>10 Nov 1987</b> <b>SYMBOL 9999</b> <b>AAN 67443</b>	
1. ADVANCE OF TRAVEL ALLOWANCES (TDY/TAD)		6. TRANSPORTATION OF DEPENDENTS					
2. ADVANCE OF TRAVEL ALLOWANCES (PCS)		7. DISLOCATION ALLOWANCE					
3. ACCRUED PER DIEM FOR TDY/TAD		8. TRAILER ALLOWANCE					
4. SETTLEMENT OF TDY/TAD TRAVEL		9. EVACUATION PER DIEM ALLOWANCES		<input checked="" type="checkbox"/>			
5. SETTLEMENT OF PCS TRAVEL		10.					
<b>II. INDIVIDUAL PAYMENT</b>							
1. PAYEE (Last Name, First, Middle, Initial) <b>THEERHGOES, Jamie (Spouse)</b>				2. RANK OR GRADE		3. VISN/SSAN <b>46343333</b>	
4. ORGANIZATION AND STATION <b>114 Symmons St., Concord, CA 94520</b>							
5. TRAVEL ORDER <b>13MC 9551 0003077 Nov 87</b>							
6. ADVANCE OF TRAVEL ALLOWANCES ELECTED BY ABOVE-NAMED MEMBER AS FOLLOWS.							
7. CHECK NUMBER <b>5,667,002</b>		8. CHECK DATE		9. AMOUNT PAID		10. DATE PAID	
11. RECEIVED IN CASH (Signature of payee)							
<b>III. PAYMENTS CONSOLIDATED</b>							
1. PER SUBVOUCHER NO.		THROUGH		ATTACHED.		2. PER TRAVEL ALLOWANCE PAYMENT LISTS ATTACHED	
<b>IV. APPROVED FOR PAYMENT (When required by individual service regulations)</b>							
1. TYPED NAME AND TITLE				2. SIGNATURE			
<b>V. REMARKS</b>							
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>USE IN CONJUNCTION WITH CASH PMT</b> </div>							
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>NOTE: THIS SECTION IS TO BE UTILIZED AS OUTLINED IN PARAGRAPH 170202.1f.</b> </div>							
<b>VI. ACCOUNTING CLASSIFICATION(S)</b>							
APPROPRIATION SYMBOL AND SUBHEAD	OBJECT CLASS	BUREAU CONTROL NO	AUTH ACT'G ACTIVITY	TYPE	PROPERTY ACT'G ACTY	COST CODE	AMOUNT
17-1105-2753	021	448800	000027	2D	000000	00000074325	\$202.13
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>SHOW APPROPRIATE FY</b> </div>							
COMPUTED BY		AUDITED BY		POSTED TO TVL RECORD BY		DATE ENTERED	
						AMOUNT PAID <b>\$202.13</b>	

Figure 9-3-1.--Evacuation Payment Voucher.

MCTIM

CHAPTER 10

ELAPSED TIME

PARAGRAPH PAGE

SECTION 1: GENERAL

PART A: REQUIREMENT TO REPORT ELAPSED TIME

REFERENCES.....	100101	10-7
REPORT ELAPSED TIME.....	100102	10-7
>MARINE FAILS TO SUBMIT TRAVEL CLAIM.....	100103	10-7
MARINE FAILS TO REPORT.....	100104	10-8
DOUBTFUL CLAIMS.....	100105	10-8

PART B: DATES IDENTIFIED

DATE OF DETACHMENT.....	100111	10-8
REPORTING DATE.....	100112	10-8
EFFECTIVE DATE OF ORDERS.....	100113	10-8

PART C: PROCEED TIME

REFERENCE.....	100121	10-9
----------------	--------	------

PART D: COMMANDING OFFICER'S RESPONSIBILITIES WREN MARINE PERFORMS  
TEMPORARY DUTY FOR 45 DAYS OR MORE, IS SEPARATED AT TAD/TDY  
SITE OR FAILS TO REPORT

AT THE TEMPORARY DUTY SITE.....	100131	10-9
AT THE PERMANENT DUTY STATION.....	100132	10-9
WHEN THE MARINE FAILS TO REPORT.....	100133	10-10

PART E: FINANCE OFFICER'S RESPONSIBILITIES WHEN MARINE PERFORMS  
TEMPORARY DUTY FOR 45 DAYS OR MORE

AT THE TEMPORARY DUTY STATION .....	100141	10-10
>NAVMC 11108 NOT RECEIVED BY FINANCE OFFICE.....	100142	10-11
AT THE PERMANENT DUTY STATION.....	100143	10-11
PAYMENT OF CLAIMS.....	100144	10-12

SECTION 2: TRAVELTIME ALLOWANCES

PART A: OFFICIAL DISTANCES

OFFICIAL DISTANCES.....	100201	10-13
-------------------------	--------	-------

PART B: AUTHORIZED TRAVELTIME

AUTHORIZED TRAVELTIME.....	100211	10-13
ELAPSED TIME LESS THAN MAXIMUM ALLOWABLE TRAVELTIME.....	100212	10-13
CONSTRUCTIVE TRAVELTIME.....	100213	10-13
ALLOWABLE TRAVELTIME.....	100214	10-14
TRAVELTIME ON TEMPORARY ADDITIONAL DUTY.....	100215	10-14
INSUFFICIENT TIME TO COMPLETE TRAVEL.....	100216	10-14

PART C: ALLOWANCES WHEN TRAVELING BY VARIOUS MODES OF TRANSPORTATION

GOVERNMENT AUTOMOBILE.....	100221	10-14
GOVERNMENT CONVEYANCE (BESIDES AUTOMOBILE)/ TRANSPORTATION REQUEST.....	100222	10-14
TRANSOCEANIC TRAVEL.....	100223	10-14

	PARAGRAPH	PAGE
PART B: COMPUTING TRAVELTIME		
GENERAL.....	100231	10-15
TRAVEL BY PRIVATELY OWNED CONVEYANCE.....	100232	10-15
TRAVEL BY COMMERCIAL SURFACE TRANSPORTATION.....	100233	10-16
TRAVEL BY COMMERCIAL AIR.....	100234	10-16
TOTAL (CONSTRUCTIVE) TRAVELTIME.....	100235	10-16
PART E: EXAMPLES OF TRAVELTIME COMPUTATION		
FIGURES.....	100241	10-16
TABLES.....	100242	10-16
SECTION 3: REPORTING ELAPSED TIME		
PART A: DISBURSING DIARY REPORTING		
DISBURSING DIARY STATEMENT.....	100301	10-29
MARINES REPORTING FOR DUTY OF MORE THAN 45 DAYS AT TDY STATION EN ROUTE PCS.....	100302	10-30
MARINE FAILS TO REPORT BY TIME/DATE SPECIFIED IN ORDERS.....	100303	10-31
STATEMENT EXCEEDS SIX CODES .....	100304	10-31
NUMBER OF DAYS (FOR ONE CODE) EXCEEDS 99.....	100305	10-31
PART B: ELAPSED TIME ENTRIES		
DAY OF ARRIVAL AT TEMPORARY DUTY POINT EN ROUTE PCS.....	100311	10-31
TDY FOR LESS THAN 45 DAYS.....	100312	10-31

MCTIM

	PARAGRAPH	PAGE
TDY FOR 45 DAYS OR MORE.....	100313	10-32
TDY PRIOR TO ASSIGNMENT TO FIRST PERMANENT DUTY STATION (ACCESSION TRAVEL - RECRUIT PIPELINE).....	100314	10-33
DAY OF DETACHMENT/REPORTING (TO PERMANENT DUTY STATION/TDY STATION FOR 45 DAYS OR MORE EN ROUT PCS) SAME DATE.....	100315	10-34
>TRAVEL VIA GOVERNMENT VESSEL.....	100316	10-34
>PROGRAM LOGIC.....	100317	10-35
PART C: CORRECTION/DELETION OF DISBURSING DIARY ENTRIES		
GENERAL.....	100321	10-35
TIME OF DETACHMENT/REPORTING.....	100322	10-35
CORRECTIONS.....	100323	10-35
PART D: ELAPSED TIME COMPUTATION		
EXAMPLES.....	100331	10-36
SECTION 4: TEMPORARY ADDITIONAL DUTY TRAVELTIME AND LEAVE		
PART A: TAD TRAVELTIME		
GENERAL.....	100401	10-67
TRAVEL BY POC.....	100402	10-67
TRAVEL BY AIR.....	100403	10-67
TRAVEL BY GOVERNMENT TRANSPORTATION.....	100404	10-68
TRAVEL BY AERO CLUB AIRCRAFT.....	100405	10-68

MCTIM

	PARAGRAPH	PAGE
PART B: LEAVE IN CONNECTION WITH TAD		
GENERAL.....	100411	10-68
DEPARTURE FROM THE PERMANENT DUTY STATIONS.....	100412	10-68
DEPARTURE FROM TEMPORARY DUTY STATION.....	100413	10-69
LEAVE TAKEN IN CONNECTION WITH TAD.....	100414	10-69

PART C: SETTLEMENT OF CLAIMS

IF THE MARINE PERFORMS TEMPORARY DUTY FOR 45 DAYS OR MORE.....	100421	10-69
CLAIMS SETTLEMENT.....	100422	10-71

FIGURE

10-2-1 SAMPLE TRAVELTIME COMPUTATION SHEET.....	10-17
10-2-2 ALL TRAVEL PERFORMED BY POC.....	10-18
10-2-3 MIXED MODES (TRAVELED PART BY POC AND PART BY COMMERCIAL RAILROAD AND PLANE).....	10-19
10-2-4 MIXED MODES (TRAVELED PART BY POC AND PART BY COMMERCIAL BUS AND PLANE).....	10-20
10-2-5 ALL TRAVEL PERFORMED BY COMMERCIAL TRANSPORTATION.....	10-21
10-2-6 MIXED MODES (TRAVELED BY POC AND PART BY COMMERCIAL TRANSPORTATION) POC EXCEEDS DISTANCE OF ORDERED TRAVEL.....	10-22
10-3-1 TRAVEL BY MIXED COMMERCIAL MODES--COMPLETED IN 1 DAY.....	10-37
10-3-2 TRAVEL BY POC AND COMMERCIAL BUS.....	10-38
10-3-3 TRAVEL BY GOVERNMENT AUTOMOBILE.....	10-40
10-3-4 MODIFICATION TO PCS ORDERS RECEIVED EN ROUTE.....	10-41

## FIGURE

10-3-5	PCS ORDERS RECEIVED WHILE ON ANNUAL LEAVE.....	10-42
10-3-6	RETURN TO CONUS FROM OVER SEAS TOUR .....	10-43
10-3-7	MIXED COMMERCIAL TRANSPORTATION.....	10-45
10-3-8	RETURN TO CONUS BY CIRCUITOUS TRAVEL.....	10-47
10-3-9	DEATH WHILE EN ROUTE ON PCS ORDERS.....	10-49
10-3-10	TDY FOR LESS THAN 45 DAYS EN ROUTE TO A PCS.....	10-50
10-3-11	PCS ORDERS - OVERSEAS UNACCOMPANIED TOUR TO OVER SEAS ACCOMPANIED TOUR.....	10-52
10-3-12	PCS ORDERS- MARINE FAILS TO REPORT - CONUS BOUND.....	10-55
10-3-13	PCS ORDERS - MARINE FAILS TO REPORT - OVERSEAS BOUND/HOSPITALIZED EN ROUTE.....	10-58
10-3-14	TAD ORDERS - WITH LEAVE IN CONNECTION THERE WITH.....	10-61
10-3-15	PCS ORDERS - TDY AS RECRUITER ASSISTANT.....	10-63

## TABLE

10-2-1	PCS TRAVELTIME AND LEAVE DETERMINATION.....	10-23
10-2-2	MAXIMUM PCS ALLOWABLE TRAVELTIME/LEAVE FOR TRAVEL BY MIXED MODES.....	10-25
10-2-3	TRAVEL ENTITLEMENT UPON SEPARATION FROM THE MARINE CORPS IN CONUS.....	10-27

MCTIM

CHAPTER 10

ELAPSED TIME

SECTION 1: GENERAL

PART A: REQUIREMENT TO REPORT ELAPSED TIME

100101. REFERENCES. DODPM, JFTR, MCO P1000.6 (ACTS Manual), MCO P1050.3, and MCO P4600.7 (Marine Corps Transportation Manual).

100102. REPORT ELAPSED TIME. Elapsed time accounts for the time between the date the Marine detaches/departs the previous duty station and the date the Marine:

1. Joins a new parent command.
2. Reports to a temporary duty site when the Marine is performing temporary duty en route in connection with PCS orders and (1) will remain there for 45 days or more or (2) the Marine's separation is directed for any reason while the Marine is performing temporary duty there. When a Marine performs temporary duty en route PCS, the day of reporting equals the date joined.
3. Joins a temporary duty station if the Marine (1) will remain there for 45 days or more or (2) the Marine's separation is directed for any reason while the Marine is performing temporary duty there. This does not apply when a Marine is performing temporary duty en route in connection with PCS orders (see subparagraph 2, above).
4. Joins and is reassigned on PCS orders and remains in the same reporting unit.
5. Joins while settling a travel claim involving lost original orders. (If a Marine reporting for a period of temporary duty en route PCS and will remain there for 45 days or more, the date the Marine reported equals the date joined. See paragraph 100322.) These must be supported by copies of the original orders or a statement by the order-issuing authority and the traveler's statement. Use the itinerary reflected on the [DD Form 1351-2: Travel Voucher or Subvoucher](#).

100103. MARINE FAILS TO SUBMIT TRAVEL CLAIM

>PCS. Construct a Marine's elapsed time based on known facts when a Marine fails to submit a travel claim within 30 days of reporting to a new permanent duty station. (There is no requirement to report elapsed time on the 30th day after a Marine reports to the duty site. If a Marine has submitted the travel claim by the 30th day, elapsed time should not be constructed.)

- a. Determine the date the Marine detached the previous permanent duty station and the date the Marine joined the present PDS. Page 1 of the JP screens on the VIS will provide this information.
- b. Allow 1 day of traveltime.
- c. Allow 4 days or proceed time, if authorized and if 4 or more consecutive days remain from the date of detachment to the date joined. If 4 days do not remain, allow as many as possible, if authorized.
- d. Unless unusual circumstances exist, consider the remainder of the time as leave.

MCTIM

e. Report the elapsed time disbursing diary statement (TTC 520) based on this constructed time, following the instructions in paragraph 100301. The elapsed time reported must not exceed 45 days.

2. TAD. When a Marine authorized leave in connection with TAD fails to submit a travel claim within 30 calendar days after returning to the permanent duty station, assume that the leave had been taken, and charge the Marine's leave account accordingly,

100104. MARINE FAILS TO REPORT. Do not report the elapsed time for a Marine who fails to report by the due date stated in the orders until:

1. The Marine's absence is excused as unavoidable. You must receive the Marine's travel orders, endorsed by the commanding officer, with the statement indicated in paragraph 100133.1c.

2. A Marine who had been UA less than 30 days is joined to a duty status by the new command and submits a travel claim.

3. The Marine is declared a deserter, and the authorized elapsed time for that Marine appears on the Systems Exception Report (SER).

100105. DOUBTFUL CLAIMS. Do not report elapsed time for a doubtful claim that has been forwarded to the DFAS-KC for entitlement determination unless you are sure the itinerary on the claim is valid. Once the DFAS-KC's determination is received, the elapsed time may be reported, if not yet done. If it has been, verify its correctness.

PART B: DATES IDENTIFIED

100111. DATE OF DETACHMENT. The date the Marine detaches the permanent duty station is used to compute a Marine's elapsed time, unless the Marine physically departs before the date shown on the PCS orders. The earliest of these two dates is considered the date of detachment, which is a day of duty.

100112. REPORTING DATE. The date the Marine reports to the new permanent duty station (or temporary duty point en route) is the reporting date. You should verify the date shown on the Marine's itinerary with endorsements to the Marine's orders.

1. The reporting date to a new permanent duty station is counted as a day of travel.

2. The reporting date to a temporary duty station en route PCS is counted as a day of duty.

100113. EFFECTIVE DATE OF ORDERS. The effective date of orders is the date the Marine must begin travel in order to arrive at the appointed place. It establishes a working date which affects virtually all travel entitlements.

1. Transfer from Outside CONUS to CONUS. Compute the effective date using the date of detachment from the intermediate station to the new permanent duty station.

2. Transfer from CONUS to Outside CONUS. Compute from the date the Marine reported to the intermediate station.

MCTIM

3. Leave Taken Outside CONUS. Base the effective date on the constructive date of arrival at the intermediate station in order to arrive at the new permanent duty station at the time and date required.

4. Retirement or Separation. The actual date of retirement or release from active duty.

5. Orders Expressing Haste. The date the orders are received.

PART C: PROCEED TIME

100121. REFERENCE. See MCO P1000.6 (ACTS Manual), chapter 4. A Marine who is entitled to proceed time may be ordered to perform temporary duty en route to the new permanent duty station. This proceed time must be taken either before or after the temporary duty; it cannot be split between both. If full credit of proceed time cannot be granted, give the Marine credit for as much time as possible. Proceed time begins on the day after the date of detachment from either the old permanent duty station or the temporary duty site.

PART D: COMMANDING OFFICER'S RESPONSIBILITIES WHEN MARINE PERFORMS TEMPORARY DUTY FOR 45 DAYS OR MORE, IS SEPARATED AT TAD/TDY SITE, OR FAILS TO REPORT

100131. AT THE TEMPORARY DUTY SITE. When a Marine reports for temporary duty for 45 days or more, or when a Marine is separated from active duty at a TAD/TDY site, take the following actions:

1. Duty for 45 Days or More

a. Make sure the Marine completes part I of the NAVMC 11108: Memorandum Endorsement.

b. Have the Marine sign the appropriate line of the form. The commanding officer or a designated representative must sign this to certify it.

> c. Forward the original and one copy of the NAVMC 11108 to the finance officer. Include the original and one copy of the Marine's orders. (The finance corner will compute and report elapsed time, complete part II of the form, and return it.)

d. At the end of the Marine's temporary duty, return the form to the Marine. The Marine will need this form to support the travel claim and to account for the elapsed time that has been reported.

2. Separated From Active Duty. Make sure the outstanding travel claim is settled before the Marine is separated from active service.

100132. AT THE PERMANENT DUTY STATION. When a Marine reports to a permanent duty station from a travel status, submit the following documents to the finance officer for settlement:

1. original and three copies of PCS/TAD orders with all endorsements.

2. [DD Form 1351-2](#): Travel Voucher or Subvoucher.

3. [DD Form 1351-2C](#): Travel Voucher or Subvoucher (Continuation Sheet), as required.

4. DD Form 1351-4: Voucher or Claim for Dependent Travel and Dislocation or Trailer Allowance, as required.

5. SF 1164: Claim for Reimbursement for Expenditures on Official Business, as required.

100133. WHEN THE MARINE FAILS TO REPORT. MCO P1080.35 explains the reporting requirements when a Marine fails to report by the due date stated in the orders and the Marine's whereabouts or reason for not reporting are unknown.

1. Marine Returns To Military Control

a. Determine whether the period of absence in excess of the proceed, delay, and traveltime authorized in the travel orders will be excused as unavoidable.

b. Report unexcused absences following the instructions in MCO P1080.35.

c. Include the following statement in the reporting endorsement of the Marine's orders, regardless of whether the absence was excused:

The period of absence in excess of authorized proceed, delay, and/or traveltime from \_\_\_\_\_ through \_\_\_\_\_ is/is not excused as unavoidable.

2. Marine Declared a Deserter. Report it following the instructions in MCO P1080.35. Include a history statement with the inclusive dates of proceed, delay, and traveltime, as authorized by the orders.

PART E: FINANCE OFFICER'S RESPONSIBILITIES WHEN MARINE PERFORMS TEMPORARY DUTY FOR 45 DAYS OR MORE

>100141. AT THE TEMPORARY DUTY STATION

1. Supporting Documents

a. Original and one copy of the Marine's orders.

b. Original and one copy of the NAVMC 11108: Memorandum Endorsement - Certification of Accountability for Elapsed Time- TAD 45 Days or More. The Marine should complete and sign Part I of this form, and it must be certified by the commanding officer or designated representative.

2. Action

a. Compute the elapsed time between the date the Marine detached the previous duty station and the date the Marine joined the temporary duty station. (If the Marine is performing TDY en route PCS, the day the Marine reports to the temporary duty station is considered the date joined. See paragraph 100302.)

b. Complete part II of the NAVMC 11108.

c. Report the elapsed time. Use the disbursing diary statement TTC 520, as shown in paragraph 100301. See paragraph 100313.

MCTIM

d. Retain the duplicate COPY of the NAVMC 11108 with the duplicate disbursing diary (either on-line or EUCE), as directed by MCO P7220.31, chapter 8, section 3.

e. Attach the original NAVMC 11108 to the original orders and endorsements. Return these to the applicable temporary duty station commanding officer.

>100142. NAVMC 11108 NOT RECEIVED BY FINANCE OFFICE. When a Marine reports for a period of TAD or TDY of 45 days or more, the commanding officer should join the individual at the TAD/TDY site, following the instructions in chapter 3 of the MCO P1080.35. The commanding officer should also prepare a NAVMC 11108, as directed by paragraph 100131, and forward it to the finance officer for accounting of the elapsed time. If the commanding officer does join the Marine, but fails to submit the NAVMC 11108 to the finance officer, a statement will appear on the finance officer's ICR. This statement will notify the finance officer that the Marine was joined but elapsed time was not reported. When this statement appears, the finance officer should take the following actions:

1. Request the commanding officer submit the NAVMC 11108 for this Marine.
2. If that is not a possibility or no response is made within 3 working days, construct the Marine's elapsed time based on known facts. Page 1 of the JP screens on the VIS will provide both the date of detachment from the permanent duty station and the date joined at the TAD/TDY site.
  - a. Allow 1 day of traveltime.
  - b. Allow 4 days of proceed time, if authorized and if 4 or more days remain between the date of detachment and the date joined the TAD/TDY site.
  - c. Unless unusual circumstances exist, consider the remainder of the time as leave.
3. Report the elapsed time disbursing diary statement (TTC 520) based on this constructed time.
4. Complete the Marine's name in paragraph 1 of part I and all of part II of the NAVMC 11108. Forward the original to the applicable unit, and retain the duplicate copy with the duplicate copy of the disbursing diary, as directed by the MOO P7220,31, chapter 8, section 3.

>100143. AT THE PERMANENT DUTY STATION

1. Supporting Documents
  - a. Original and three copies of all PCS/TDY orders.
  - b. Original and one copy of the NAVMC 11108.
  - c. Copies of previously paid vouchers.
2. Action
  - a. Compute all periods of proceed, delay, and traveltime not previously reported by the finance officer at the TDY site.
  - b. Report the elapsed time. Use the disbursing diary statement TTC 520, as shown in paragraph 100301. (If any periods of elapsed time had been reported in error, correct them now.)

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c. Return the original orders with copies of all vouchers to the commanding officer for delivery to the Marine. This package should be copied and filed in the service record as a leave document, if applicable.

d. Forward a copy of the Marine's orders to support the claim and payment voucher (DD Form 1351-2 and 1351) an/or copies of certificates and documents, as appropriate, with the finance officer's financial returns.

e. File a copy of the orders with a copy of the completed voucher form(s) and/or certificate(s) in your retain files.

f. File copies of the travel vouchers which show elapsed time and leave in connection with TDY in the Marine's pay record until the proceed, delay, and traveltime appear on the Marine's LES. Once this data appears correctly, remove and destroy the travel vouchers.

g. Account for and dispose of all GTR's and unused tickets submitted by the Marine, following the instructions in MCO P4600.7C.

>100144. PAYMENT OF CLAIMS. Compute a Marine's entitlement and pay the claim following the instructions in the DODPM, JFTR, NavCompt Manual, and this Manual.

1. Systems processing will settle proceed rations, leave rations, and BAQ (own right), and post these to the MMPA. The Marine will be paid for these entitlements on the first regularly scheduled payday after systems acceptance. All other entitlements will be locally determined and manually paid. (The commanding officer may approve the local and immediate payment of proceed and leave rations and BAQ (own right) in emergency situations.)

2. The servicing finance officer will manually settle claims for periods of TAD (non-PCS connected).

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CHAPTER 10

ELAPSED TIME

SECTION 2: TRAVELTIME ALLOWANCES

PART A: OFFICIAL DISTANCES

100201. OFFICIAL DISTANCES. Use the following sources to determine the official distance between the point of origin and point of destination:

1. The Official Table of Distances (OTD) is the first source you should consult. The Commander, U.S. Army Finance and Accounting Center publishes the OTD. Its distances are over the shortest usually traveled highway routes.
2. The Standard Highway Mileage Guide (SHMG) will aid you in computing distances when you cannot find the entire distance in the OTD. Use the OTD as much as possible, however, and the SHMG as a supplement.
3. If you cannot determine the mileage from the OTD and SHMG, prepare a DD Form 753: Official Travel Distance. Forward the original and three copies to the Commander, U.S. Army Finance and Accounting Center, ATTN: SAFM-FAP-PT, Indianapolis, IN 46249. Keep one copy in a suspense file until you receive a response.

PART B: AUTHORIZED TRAVELTIME

100211. AUTHORIZED TRAVELTIME. Determined before the Marine begins travel, authorized traveltime is based on a specific mode of transportation. The authorized traveltime must appear in the Marine's orders. It is the maximum time a Marine may use to travel between duty stations.

100212. ELAPSED TIME LESS THAN MAXIMUM ALLOWABLE TRAVELTIME. A Marine may not always use as much time from the date of detachment to the date of reporting as allowed. When this occurs, the time the Marine actually uses becomes the allowable traveltime. For example, a Marine detaches on 5 June and is entitled to 5 days of traveltime and 4 days of proceed. The Marine reports to the new duty station on 12 June. In accounting for the elapsed time, 6 through 9 June is considered proceed time (4 days), and 10 through 12 June (3 days) is considered traveltime.

100213. CONSTRUCTIVE TRAVELTIME. Constructive traveltime is the time necessary to perform the ordered travel. It is based on the distance traveled by each type of transportation used.

1. To calculate constructive traveltime, determine the distance(s) traveled by private automobile (PA) first. Next, determine the distances traveled by commercial bus (CB), commercial railroad (CR), and commercial plane (CP). It does not matter in what sequence the Marine used these modes.

2. The total distance cannot exceed the ordered distance. For example, the official ordered distance of a Marine's PCS is 1,000 miles. The Marine proceeds to the new duty station by a circuitous route, traveling 875 by private automobile, 250 by commercial bus, and 500 by commercial plane. None of the travel by commercial plane is considered when determining the constructive time, and only 125 miles traveled by commercial bus is considered.

100214. ALLOWABLE TRAVELTIME. Determined after travel is complete. Allowable traveltime equals the constructive traveltime, except when the constructive traveltime exceeds the actual number of days between the detachment and reporting dates. For example, a Marine issued PCS orders is allowed 5 days to travel 1,750 miles by private automobile. The Marine does perform travel by POV, but only uses 4 days of the time allowed. While the constructive traveltime is 5 days, the allowable time becomes 4 days.

100215. TRAVELTIME ON TEMPORARY ADDITIONAL DUTY. When a Marine is authorized to travel to a TAD station by POC as more advantageous to the Government or by Government vehicle, compute traveltime as is for PCS travel.

100216. INSUFFICIENT TIME TO COMPLETE TRAVEL. The Marine must provide the commanding officer at the temporary duty station/new permanent duty station a certificate stating the allowable traveltime was not enough to complete the travel. The Marine must fully explain the reasons for the delay.

If the delay was for reasons beyond the Marine's control, the commanding officer may authorize additional traveltime for the actual period of delay or for a shorter period deemed appropriate. Examples of plausible reasons for the delay include: acts of God, restrictions by Government authorities, difficulty in obtaining fuel for privately owned conveyance. Delays caused by inconvenience or personal desire are not considered.

PART C: ALLOWANCES WHEN TRAVELING BY VARIOUS MODES OF TRANSPORTATION

100221. GOVERNMENT AUTOMOBILE. A Marine traveling by Government automobile is allowed

the actual time needed to travel over the most direct route, including necessary delays, or

the time that the Marine would be allowed if traveling by POC.

100222. GOVERNMENT CONVEYANCE (BESIDES AUTOMOBILE)/TRANSPORTATION REQUEST. A Marine traveling by Government conveyance or a transportation request is allowed the actual time needed to travel over the most direct route, including necessary delays.

100223. TRANSOCEANIC TRAVEL. A Marine performing transoceanic travel is allowed the actual time needed to travel, including necessary delays at the ports of embarkation and debarkations. Transoceanic travel, including travel to and from Alaska and Hawaii, is usually done in a duty status. Travel performed outside CONUS between ordered points of travel is computed according to the allowance for the type of transportation used.

## PART D: COMPUTING TRAVELTIME

100231. GENERAL. Determine the number of days allowed for official travel after the Marine completes travel. Do not consider distances traveled that exceed the official distance. The remainder of this part and figure 10-2-1 explain how to calculate the allowable traveltime.

100232. TRAVEL BY PRIVATELY OWNED CONVEYANCE. Allow one day of traveltime for each 350 miles traveled by POC. For any fraction of 350 miles in excess of 175 miles, grant an additional day. For example, 525 miles = 1 day; 526 miles = 2 days). Compute as follows:

- STEP 1 What is the official distance of the ordered travel?
- STEP 2 How many miles were traveled by POC?
- a. If more than one segment of travel was by POC, add those distances together.
  - b. Disregard travel performed within the vicinity of the old/new duty stations, within the vicinity of a leave point, or from a leave point if the Marine returns to that leave point.
  - c. The POC distance must not exceed the official distance. If it equals the official distance of the ordered travel, no other mode can be considered. If it does not, subtract the POC distance from the official distance.
- STEP 3 Compute the number of days allowed for POC travel. Use the chart below:

MILEAGE TO DAYS CONVERSIONS CHART	
MILES	DAYS ALLOWED
1-525	1
526-875	2
876-1225	3
1226-1575	4
1576-1925	5
1926-2275	6
2276-2625	7
2626-2975	8
2976-3325	9
3326-3675	10

100233. TRAVEL BY COMMERCIAL SURFACE TRANSPORTATION. Allow one hour of traveltime for each 40 miles traveled by commercial surface transportation. Compute as follows:

- STEP 1      How many miles were traveled by commercial surface transportation? This must not be more than the number of miles remaining on the official distance after you have deducted the POC distance.
- STEP 2      Divide the allowable distance by 40 to determine the number of hours allowed.
- STEPS        If no other type of commercial transportation was used, divide the number of hours by 18 to determine the number of days allowed for commercial transportation.

100234. TRAVEL BY COMMERCIAL AIR. Allow one hour of traveltime for each 500 miles traveled by commercial air. Compute as follows:

- STEP 1      How many miles were traveled by commercial air? This must not be more than the number of miles remaining on the official distance after the POC and commercial surface distances are deducted.
- STEP 2      Divide the allowable distance by 500 to determine the number of hours allowed.
- STEP 3      Add the number of hours used for commercial surface transportation (if any) to the number of hours used for commercial air transportation.
- STEP 4      Divide the total number of hours by 18 to determine the number of days allowed for commercial transportation.

100235. TOTAL (CONSTRUCTIVE) TRAVELTIME. Add POC traveltime to commercial traveltime. (Regardless of the number of modes of transportation used, only 1 day is allowed if the official distance is less than 526 miles.)

#### PART E: EXAMPLES OF TRAVELTIME COMPUTATION

100241. FIGURES. Figure 10-2-1 is a sample traveltime computation sheet. Figures 10-2-2 through 10-2-6 show how traveltime is calculated in five different situations.

100242. TABLES. Tables 10-2-1 through 10-2-3 provide instructions on calculating a Marine's traveltime.

**MCTIM**

<u>Orders:</u>		PCS . . . . from MCAS, Cherry Point, NC, to MCRD, San Diego, CA . . .				
		Official ordered distance . . . . 2,652 miles				
<u>Itinerary:</u>						
	<u>DATE</u>		<u>TIME</u>	<u>PLACE</u>	<u>MODE</u>	<u>OTD.DISTANCE</u>
	5 Jan	DEP	0800	MCAS, Cherry Point, NC	POC	
	6 Jan	ARR	0500	Detroit, MI		
	22 Jan	DEP	0800	Detroit, MI	POC	
	25 Jan	ARR	1200	Oceanside, CA		
	31 Jan	DEP	0700	Oceanside, CA	POC	
	31 Jan	ARR	0800	MCRD, San Diego, CA		2,652 *
				Total POC		(2,652)
* When the Marine travels the entire distance by POC, traveltime is based on the official ordered distance.						
<u>Constructive Traveltime Computation:</u>						
	Ordered distance . . .		2,652			
	POC . . .		2,652	(2,652 divided by 350 = 7 days with 202 miles remaining, or 8 days) = 8 days (POC)		
	Total POC . . .		8 days			
	Total Constructive Traveltime . . .		8 days			
	Allowable Traveltime . . .		8 days			

Figure 10-2-2.--All Travel Performed by POC.

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Marine's Name \_\_\_\_\_

CONSTRUCTIVE:

MILEAGE via POC \_\_\_\_\_ miles  
MILEAGE via CB/CR \_\_\_\_\_ miles  
MILEAGE via CP \_\_\_\_\_ miles

OFFICIAL ORDERED DISTANCE \_\_\_\_\_ miles (1) (2)  
( Applied To )  
POC ..... (-) \_\_\_\_\_ miles ... (Conversion Chart) = \_\_\_\_\_ Days  
Sub Total \_\_\_\_\_  
CB/CR ..... (-) \_\_\_\_\_ miles divided by 40 = \_\_\_\_\_ Hours) \_\_\_\_\_  
Sub Total \_\_\_\_\_ +  
CP ..... (-) \_\_\_\_\_ miles divided by 500 = \_\_\_\_\_ Hours) \_\_\_\_\_

Total Traveltime via POC ..... ( \_\_\_\_\_ Days) \_\_\_\_\_  
Total COMM ( \_\_\_\_\_ Hours divided by 18 = \_\_\_\_\_ or ..... ( \_\_\_\_\_ Days) \_\_\_\_\_ (3)  
Total Constructive Traveltime ..... ( \_\_\_\_\_ Days)

Allowable Traveltime ..... ( \_\_\_\_\_ \* Days) (4)

Mileage to Days Conversion Chart	
Miles	Time Allowed
1-525	1 Day
526-875	2 Days
876-1225	3 Days
1226-1575	4 Days
1576-1925	5 Days
1926-2275	6 Days
2276-2625	7 Days
2626-2975	8 Days
2976-3325	9 Days
3326-3675	10 Days

To be charged as such on member's itinerary:

PROCEED \_\_\_\_\_  
DELAY \_\_\_\_\_  
TRAVELTIME\* \_\_\_\_\_

NOTE (1) Regardless of the number of modes of transportation used, allow only 1 day if the ordered travel is 525 miles or less.  
(2) Grant an additional day for any fraction of 350 miles in excess of 175 miles (e.g., 525 miles = 1 day; 526 miles = 2 days).  
(3) Round out fractions for hours of travel by commercial means to next higher whole day figure; (e.g., 1.80 = 2 days).  
(4) Total constructive traveltime will be the allowable traveltime unless the total elapsed time from date of detachment through date of reporting is less than the maximum allowable traveltime. In that case, the elapsed time used will be the allowable traveltime.

Figure 10-2-1.-- Sample Traveltime Computation Sheet.

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Orders: PCS . . . . from Washington, DC, to San Diego, CA . . .  
 Official ordered distance . . . . 2,661 miles

Itinerary:

<u>DATE</u>		<u>TIME</u>	<u>PLACE</u>	<u>MODE</u>	<u>OTD DISTANCE</u>
6 Jan	DEP	1600	Washington, DC	POC	
7 Jan	ARR	1500	Chicago, IL		687
12 Jan	DEP	0900	Chicago, IL	CR	
18 Jan	ARR	1200	San Francisco, CA		2,146
2 Feb	DEP	1500	San Francisco, CA	CP	
2 Feb	ARR	1800	San Diego, CA		498
Total POC					(687)
Total Surface (CR)					(2,146)
Total Air (CP)					(498)

Constructive Traveltime Computation:

Ordered distance . . . . . 2,661  
 POC . . . . . -687 (687 divided by 350 = 1 day with 337 miles  
 remaining, or 2 days) = 2 days (POC)  
 CR . . . (remaining distance) 1,974 (1,974 divided by 40 = 49.4 hours)  
 CP . . . (disregard) (49.4 hours divided by 18 - 2.74) = 3 days (CR)  
  
 Total POC . . . . . 2 days  
 Total Commercial . . . . . 3 days  
 Total Constructive Traveltime . . . . . 5 days

Allowable Traveltime . . . . . 5 days

Figure 10-2-3.--Mixed Modes (Traveled Part by POC and Part by Commercial Railroad and Plane).

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Orders: PCS . . . . from Washington, DC, to San Francisco, CA . . .  
 Official ordered distance . . . . 2,812 miles

Itinerary:

<u>DATE</u>		<u>TIME</u>	<u>PLACE</u>	<u>MODE</u>	<u>OTD DISTANCE</u>	
6 Jan	DEP	0500	Washington, DC	POC		
6 Jan	ARR	2000	Detroit, MI		522	
12 Jan	DEP	1410	Detroit, MI	CB		
13 Jan	ARR	0205	St. Louis, MO		533	
20 Jan	DEP	1620	St. Louis, MO	CP		
20 Jan	ARR	1917	San Diego, CA		1855	
26 Jan	DEP	1530	San Diego, CA	CB		
26 Jan	ARR	1900	Los Angeles, CA		120	
27 Jan	DEP	0800	Los Angeles, CA	CP		
27 Jan	ARR	1100	San Francisco, CA		379	
					Total POC	(522)
					Total Surface (CR)	(653)
					Total Air (CP)	(2,243)

Constructive Traveltime Computation:

Ordered distance . . .	2812	
POC . . .	<u>522</u>	(522 divided by 350 = 1 day with 172 miles remaining) = 1 day (POC)
	2290	
CB . . .	<u>-653</u>	( 653 divided by 40 = 16.3 hours)
CP . . .	1637	(1637 divided by 500 = <u>3.3</u> hours)
		19.6 hours divided by 18 = 1.08 = 2 days (commercial)
Total POC . . .	1 day	
Total Commercial . . .	<u>2 days</u>	
Total Constructive Traveltime . . .	3 days	

Allowable Traveltime . . . 3 days

Figure 10-2-4.--Mixed Modes (Traveled Part by POC and Part by Commercial Bus and Plane).

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<u>Orders:</u>		PCS . . . . from NAS, Pensacola, FL, to Seattle,, WA . . .				
		Official ordered distance . . . . 2,725 miles				
<u>Itinerary:</u>						
	<u>DATE</u>		<u>TIME</u>	<u>PLACE</u>	<u>MODE</u> <u>OTD DISTANCE</u>	
	30 Jun	DEP	0830	NAS, Pensacola	CP	
	30 Jun	ARR	1630	Los Angeles, CA		2,051
	31 Jul	DEP	0730	Los Angeles, CA	CB	
	1 Aug	ARR	1900	Seattle, WA		1,139
					Total Surface (CB)	(1,139)
					Total Air (CP)	(2,051)
<u>Constructive Traveltime Computation:</u>						
Ordered distance . . .			2,725			
CB . . .			-1,139	(1139 divided by 40 = 28.5		
CP . . .			1,586	(1586 divided by 500 = 3.2 hours)		
				31.7 hours divided by		
				18 = 1.76) = 2 days (commercial)		
Total Commercial . . .			2 days			
Total Constructive Traveltime . . .			2 days			
Allowable Traveltime . . .			2 days			

Figure 10-2-5.--All Travel Performed by Commercial Transportation.

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<b>Orders:</b>		PCS . . . . from Norfolk, VA, to Corpus Christi, TX . . .			
		Official ordered distance . . . . 1,602 miles			
<b>Itinerary:</b>					
	<u>DATE</u>	<u>TIME</u>	<u>PLACE</u>	<u>MODE</u>	<u>OTD DISTANCE</u>
	2 May	DEP 0800	Norfolk, VA	POC	
	6 May	ARR 0200	Denver, CO		1,763
	10 Jun	DEP 1000	Denver, CO	CP	
	10 Jun	ARR 18300	Corpus Christi, TX		1,088
				Total POC	(1,763)
				Total Air (CP)	(1,088)
<b>Constructive Traveltime Computation:</b>					
	Ordered distance . . .	1,602			
	POC (cannot exceed ordered distance)	1,602			
	(1,602 divided by 350 = 4 days with 202 miles remaining, or 5 days)	= 5 days (POC)			
	CP . . . (disregarded)				
	Total POC . . . . .	5 days			
	Total Constructive Traveltime . . .	5 days			
	Allowable Traveltime . . . . .	5 days			

Figure 10-2-6. --Mixed Modes (Traveled Part by POC and Part by Commercial Transportation) POC Exceeds Distance of Ordered Travel.

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**Table 10-2-1 -- PCS Traveltime and Leave Determination**

R U L E	A	B	C
	If PCS travel is performed	allowable traveltime is	and leave is charged for delay en route (note 3) and exceeding authorized proceed time and the
1	entirely by POC	the constructive traveltime based on the official distance(s) (notes 1 and 2)	time used in excess of allowable traveltime (the excess is the difference between the traveltime authorized to be used in the orders and the allowable traveltime).
2	entirely by common carrier		
3	partly by POC and partly by common carrier		
4	all or part by Government conveyance and/or transportation request,		
5	by aircraft or vessel as directed (transoceanic travel)	the actual time required to perform such travel, including the time spent at ports of embarkation and debarkation, regardless of the hour. Generally, PCS travel to or from overseas is performed in a duty status (note 4)	
6	by a circuitous route (transoceanic travel)	the constructive time allowed for the transoceanic travel via the direct route (to or from CONUS or between points outside CONUS) by the directed mode	excess traveltime used for the circuitous travel (the excess is that which exceeds the actual scheduled travel indicated in the orders).
7	by Government conveyance and/or common carrier TR's, directed in the orders	the actual time necessary to perform the travel based on scheduled transportation over a direct route which most nearly coincides with the the required reporting and/or detaching date, including necessary delays incident to the mode of travel utilized	time used in excess of allowable traveltime if not supported by acceptable signed statement from the member showing specific reasons for the delay(s).

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Table 10-2-1.--PCS Traveltime and Leave Determination--Continued.

- NOTE 1: Commonly used official distances and instructions on the procedures to be used in securing other distances are published in NAVSO P2471 and NAVSO P2472 (OTD's). Disregard travel by POC from a duty station or home to a nearby common-carrier terminal in determining whether travel is performed entirely by common carrier.
- NOTE 2: When the total elapsed time from date of detachment through date joined is less than the maximum allowable traveltime, the total elapsed time used will be the allowable traveltime.
- NOTE 3: Day of detachment is a day of duty. Day of reporting is a day of travel, except at a TDY station en route PCS. Treat day of departure from a port of debarkation CONUS as a day of detachment. Treat day of arrival at port of embarkation CONUS as a day of travel..
- NOTE 4: Traveltime is accounted for by the actual date(s) of embarkation and debarkation and by the actual time spent at ports awaiting transportation.

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Table 10-2-2.—Maximum PCS Allowable Traveltime/Leave for Travel by Mixed Modes.

R U L E	A	B	C	D
	When PCS orders permit travel by POC, and (note 2)	then the constructive traveltime is  (notes 1, 2, 3, 4, and 5)	and the allowable traveltime is	and leave is
1	the total distance traveled by POC exceeds the official distance between the old and new PDS	based on the official distance between the old and new PDS at the rate of 350 miles a day. An extra day's travel allowed for 176 miles in excess of 350 miles or multiples thereof; disregard when excess is less than 176 miles	the constructive traveltime, or the elapsed time (note 6) if less than constructive traveltime	charged for time used in excess of allowable traveltime and proceed time, when authorized.
2	the total distance traveled by POC is less than the official distance between the old and new PDS	based on 350 miles a day for the distance traveled by POC, and the methods given in notes 7, 8, and 9 for the remainder of the official distance. First compute number of days allowed for POC travel by subtracting the total POC miles from the official distance between the old and new PDS. The remainder of the official distance will be used with the appropriate formula, computing first commercial surface (CB, CR) (notes 6 and 8), then commercial air (CP) (notes 7 and 8)		

NOTE 1: Always compute travel by POC first, regardless of whether it was the first mode of travel incident to PCS.

NOTE 2: OTD will be used to determine the official distance between any two points falling within the following: permanent station, temporary station, POE, POD.

NOTE 3. No more than 1 day's traveltime is allowed if the official distance between the old and new PDS is less than 526 miles. At least 1 day's allowable traveltime is authorized for each PCS, regardless of distance.

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Table 10-2-2.-- Maximum PCS allowable Traveltime/Leave for Travel  
by Mixed Modes--Continued.

- NOTE 4: In no case is more traveltime allowed than would be allowed if all travel between old and new PDS had been performed entirely by POC
- NOTE 5: Day of departure from PDS is day of duty. Day of reporting is day of travel with the exception of Marines reporting in an unauthorized absence status and when reporting to a TDY station en route PCS.
- NOTE 6: When the total elapsed time from date of detachment through date of reporting is less than the maximum allowable traveltime, the total elapsed time used will be the allowable traveltime.
- NOTE 7: Constructive traveltime for commercial surface (CB, CA, CR) is based on 1 hour for each 40 miles of travel (computed to one decimal point).
- NOTE 8: Constructive traveltime for commercial air (CP) is based on 1 hour for each 500 miles of travel (computed to one decimal point).
- NOTE 9: To convert the hours obtained by using the method in notes 7 and 8 into days, divide the total hours from notes 7 and/or 8 as applicable by 18; total hours (computed to one decimal point) divided by 18 equals number of days.

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Table 10-2-3.—Travel Entitlements Upon Separation from the Marine Corps in CONUS.

R U L E	A	B	C	D
	If a Marine on active duty is separated from the service with a break of at least 1 calendar day and	immediately following	and is	then the Marine is entitled to
1	is retired for physical disability or placed on the TDRL list		not in the hands of civil authorities	travel and transportation allowances from the last duty station to the home of selection, provided such travel is actually performed with the intention of establishing a permanent residence within 1 year from termination of active duty
2	is retired with pay including FMCR and retired list	at least 8 years continuous duty with no single break of more than 90 days		(notes 1 and 2)
3	is discharged with severance pay			
4	is involuntarily released to inactive duty with readjustment pay			
5	is discharged with readjustment pay			
6	is not entitled to a home of selection under rules 1-5 (i.e., resignation of commission release from active duty, discharged, void enlistment, etc.)			travel and transportation allowances from the last duty station to the home of record or place from which ordered to active duty whichever the Marine elects in writing. (notes 3 and 4)
7			in the hands of civil authorities upon discharge	no travel and transportation allowances

NOTE 1: An extension of the 1 year time limit may be authorized or approved by the Secretary of the service or the designated representative in cases where an unexpected event beyond the control of the member prevented movement to the home of selection within the specified time limit (JFTR, paragraph U5130-B).

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Table 10-2-3.--Travel Entitlements Upon Separation from the Marine Corps  
in CONUS--Continued.

- NOTE 2: A Marine who elects a home of selection overseas must furnish proof that expense of transoceanic travel was actually incurred when requesting reimbursement. If Government transportation is available and the Marine purchases a ticket, reimbursement is limited to the cost of Government procured transportation (JFTR, paragraph U5130 and U5116). Use of certified air carriers is also required unless American carriers are not available as defined in the JFTR, paragraph U3125-C3.
- NOTE 3: An officer is also entitled to elect mileage to the place of commission.
- NOTE 4: The place from which ordered to active duty, with the exception of Marines who reenlist upon completion of a normal enlistment, is not changed by separation from the service or release from active duty for the express purpose of continuing on active duty. Therefore, when a Marine reenlists following a convenience of the Government discharge, the place of enlistment does not change.

CHAPTER 10

ELAPSED TIME

SECTIONS: REPORTING ELAPSED TIME

PART A: DISBURSING DIARY REPORTING

100301. DISBURSING DIARY STATEMENT. The total number of days elapsed time must equal the actual number of calendar days between not including, the reported date of detachment and date of joining (beginning and ending dates of the TTC statement). Use the following disbursing diary statement to report the Marine's elapsed time:

TTC 520	STR	PCS						
Time of detachment								
Date of detachment								
Elapsed time code and number of days								
Subsequent codes and days								
Time of reporting								
Date of reporting								

Field	Entry														
Time of Detachment	Four-digit time of detachment. Be exact! Do not, however, use 2400 hours; use 2359 or 0001. For detachments from a TDY station while en route PCS, always use 0001.														
Date of Detachment	Six-digit date of detachment, even if it is before the date specified in the PCS travel orders. This is a day of duty; the next day is the first reported period of elapsed time.														
Elapsed time code	Two-digit code from the following table and two-digit number of days (e.g., DE05). The periods of each leg of travel must be reported in the sequence in which they actually occur (e.g., proceed, delay, sick, delay, travel, etc.).														
	<table border="0"> <tr> <td>*Proceed</td> <td>PR</td> </tr> <tr> <td>Delay</td> <td>DE</td> </tr> <tr> <td>Travel</td> <td>TR</td> </tr> <tr> <td>Sick (Hosp)</td> <td>SK</td> </tr> <tr> <td>**TAD/TEM</td> <td>TD</td> </tr> <tr> <td>***AwtgTransp</td> <td>AT</td> </tr> <tr> <td>****Graduation</td> <td>CL</td> </tr> </table>	*Proceed	PR	Delay	DE	Travel	TR	Sick (Hosp)	SK	**TAD/TEM	TD	***AwtgTransp	AT	****Graduation	CL
*Proceed	PR														
Delay	DE														
Travel	TR														
Sick (Hosp)	SK														
**TAD/TEM	TD														
***AwtgTransp	AT														
****Graduation	CL														

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Field

Entry

- \* You may only report one period of proceed time.
- \*\* The day a Marine reports to a TDY station en route PCS is a day of duty. If the Marine reports to the TDY station on the same day as detached from the permanent duty station, the following day is considered the first day of temporary duty when preparing this statement. If a Marine is performing temporary duty for 45 days or more en route PCS, you must report 1 day of temporary duty (TD01) immediately before entering the effective time and date (see below).
- \*\*\* Include both the number of days awaiting onward transportation and the number of days in which any portion of transoceanic travel is performed.
- \*\*\*\* Do not use GL and PR in the same entry. The number of days for GL may not exceed 30.

Subsequent codes

Subsequent codes and number of days, as required. The TTC 520 varies in length and may contain as many different codes/# of days as required. However, if the number of days exceed six codes, you must create an additional entry. See the directions below.

Time of reporting

Four-digit time of reporting. Never use 2400 hours; use 2359 or 0001. To report the arrival at

- a TDY station en route PCS where the Marine will perform temporary duty for 45 days or more or
- a temporary duty station of a Marine performing accession travel

enter 2359 if rations are authorized at the TDY point, or the actual time of reporting if rations are not authorized.

Date joined

Six-digit date the Marine joined the permanent duty station. This is the date after the day the Marine reported for duty, and after the last reported period of elapsed time.

100302. MARINES REPORTING FOR DUTY OF MORE THAN 45 DAYS AT TOY STATION EN ROUTE PCS. These Marines are actually joined for disbursing purposes on the day of reporting. To ensure that BAQ-PCS is properly computed and to prevent inconsistent condition CO9 from appearing on the ICR, the first day of temporary duty must be reported separately (TD01) on the disbursing diary entry. The effective time and date (date after day Marine reports) is then reported.

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100303. MARINE FAILS TO REPORT BY TIME/DATE SPECIFIED IN ORDERS. The date joined will be (1) the day after the Marine's last day of traveltime, when the hour of reporting is 2400 hours or is not specified in the orders, or (2) the last day of authorized traveltime, when the hour specified is other than 2400. If the absence is more than 24 hours, the Marine forfeits the last day of traveltime.

100304. STATEMENT EXCEEDS SIX CODES. The disbursing diary statement may require more than six codes. When this occurs, put the seventh and subsequent codes in a second entry. The following rules apply:

1. Use 2359 as the 'time of reporting' on the first entry.
2. Use 2359 as the 'time of detachment' on the second entry.
3. The 'date of detachment' on the second entry must be the day before the joining date on the first entry

```
STRT|PCS-1021 890619 PR04 DE15 TRO3 TD10 DE04 SK10 2359|890805
      |
      |-----|
      |
STRT|PCS-2359 890804 DE11 TR04 AT04-1301|890824
```

100305. NUMBER OF DAYS (FOR ONE CODE) EXCEEDS 99. If the number of days for one of the codes is more than 99, use the same code again to account for the remaining days. Do not use another line unless the first one exceeds six codes. For example, to report sick (hosp) of 105 days:

SK99 SK06

PART B: ELAPSED TIME ENTRIES

100311. DAY OF ARRIVAL AT TEMPORARY DUTY POINT EN ROUTE PCS. When a Marine performs TDY en route to a new permanent duty station, the day the Marine reports to the temporary duty station is considered a day of duty. The following paragraphs explain how to report the PCS elapsed time disbursing diary entry (TTC 520) in the following circumstances:

1. When the Marines performing TDY for less than 45 days,
2. When the Marine is performing TDY for 45 days or more, and
3. When the Marine is performing accession travel (recruit pipeline).

100312. TDY FOR LESS THAN 45 DAYS

1. Day of Detachment/Day of Reporting Same Day. The day following the day the Marine reports to the TDY station is considered the first day of TDY when reporting the elapsed time.

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For example: A Marine detached a permanent duty station at 0800 on 6 June 1989 and reported for TDY at 1330 that same day. The Marine performed TDY through 17 June. After completing TDY, the Marine used 4 days' proceed, 8 days' delay, and 3 days' traveltime. The Marine then reported to the new permanent duty station at 1100 on 2 July.

Report the TTC 520 as follows:

	STAT	PCS-0800	890606	TD11	PR04	DE08	TR03-1100	890703
Time and date detached								
Temporary duty (7-17 Jun)								
Proceed (18-21 Jun)								
Delay (22-29 Jun)								
Traveltime (30 Jun-2 Jul)								
Time of reporting to permanent duty station								
Date joined permanent duty station								

2. Time Elapses Between Day of Detachment/Day of Reporting to the Temporary Duty Station. Accounting for the elapsed time will result in a day less of leave or, if the Marine reports before using all allowable traveltime, an invisible day(s) of travel.

For example: A Marine detaches the old permanent duty station at 1215 on 10 May 1989. The Marine uses 2 days' allowable traveltime, and reports to the TDY station on 13 May. The Marine remains at the TDY station through 20 May. The Marine then detaches, using 4 days' proceed, 20 days' delay, and 2 more days' allowable traveltime before reporting to the new permanent duty station at 1115 on 15 June 1989.

Report the TTC 520 as follows:

	STAT	PCS-1215	890510	TR02	TD08	PR04	DE20	TR02-1115	89
Time and date detached									
*Travel (11-12 May)									
Temporary duty (13-20 May)									
Proceed (21-24 May)									
Delay (25 May-13 Jun)									
Traveltime (14-15 Jun)									
Time of reporting to permanent duty station									
Date joined permanent duty station									

\*Had the Marine been allowed 3 days' traveltime, you would only been able to show 2 days' on the TTC 520.

100313. TDY FOR 45 DAYS OR MORE

1. Day of Detachment/Day of Reporting Same Day. Because of the uniqueness of systems processing and the situation, the day following the day the Marine reports to the TDY station is considered the first day of TDY when reporting the elapsed time.

MCTIM

For example: A Marine detaches the old permanent duty station at 0900 on 15 May 1989, and reports to the TDY station at 1230 the same day for a period of TDY in excess of 45 days.

Report the TTC 520 as follows:

STRT|PCS-0900 890515-1230|890516

2. If Time Elapses Between the Date Marine Detaches the Old Permanent Duty Station and the Date Marine Reports to the Temporary Duty Station. A difference between the join date reported by the commanding officer and the effective date on the TTC 520 will cause inconsistent condition CO9 to appear on the inconsistent conditions report (ICR). In addition, entitlement to partial BAQ and/or BAQ PCS may be improperly computed.

To prevent this from happening, enter the first day of duty at the TDY station as a separate code (TD01) on the TTC 520 immediately before entering the effective time (2359 if TDY rations are authorized, actual time if not) and the date after the day the Marine reported as an effective date.

For example: A Marine detaches the old permanent duty station at 1215 on 10 May 1989, uses 4 days proceed, 14 days' delay, and 2 days' traveltime. The Marine reports at the TDY station at 1100 on 31 May for TDY in excess of 45 days.

Report the TTC 520 as follows:

	STRT PCS-1215	890510	PR04	DE14	TR02	TD01	2359 890601
Time and date detached	_____	_____	_____	_____	_____	_____	_____
Proceed (11-14 May)	_____	_____	_____	_____	_____	_____	_____
Delay (15-28 May)	_____	_____	_____	_____	_____	_____	_____
Travel (29-30 May)	_____	_____	_____	_____	_____	_____	_____
First day of temporary duty (31 May)	_____	_____	_____	_____	_____	_____	_____
Effective time (2359 if rations authorized; actual time if not)	_____	_____	_____	_____	_____	_____	_____
Effective date (date after day Marine reported)	_____	_____	_____	_____	_____	_____	_____

100314. TDY PRIOR TO ASSIGNMENT TO FIRST PERMANENT DUTY STATION (ACCESSION TRAVEL - RECRUIT PIPELINE). Except for the first day of a period of temporary duty performed while a Marine is performing accession travel, periods of TDY are not reported on the TTC 520. The first day of this TDY is reported as the last code (TD01) on the TTC 520, immediately before the effective time (2359 if rations are authorized, the actual time of reporting if not), and the date (date after the day the Marine reported).

Because the commanding officer of a Marine in the 'training pipeline' is responsible for reporting a Marine's entitlement to DOPMA-BAS, the remaining days of TDY are not included on the TTC 520. Separate TTC 520's are used to report periods of delay, travel, etc., taken between the time the Marine detaches the recruit depot (or place from which ordered to active duty) and the time the Marine is joined at the first permanent duty station.

For example: A Marine completes recruit training and detaches from the recruit depot on 1 December 1989. The Marine takes 4 days' leave and 1 day traveltime, then reports for temporary duty on 7 December. The Marine takes 14 days' leave and 2 days' traveltime before reporting to the first permanent duty station at 2156 on 7 January 1989.

MCTIM

Report the TTC 520's for both legs of travel at the permanent duty station, as follows:

First Leg

STRT|PCS-1300 891201 DE04 TR01 TD01-2359|891208

Time and date detached \_\_\_\_\_

Delay (2-5 Dec) \_\_\_\_\_

Travel (6 Dec) \_\_\_\_\_

First day of temporary duty (7 Dec) \_\_\_\_\_

Effective time of reporting (2359 if  
rations authorized; actual time if not) \_\_\_\_\_

Effective date (date after day Marine reported) \_\_\_\_\_

Second Leg

STRT|PCS-1635 891222 DE14 TR02-2156|900108

Time and date detached \_\_\_\_\_

Delay (23 Dec-5 Jan) \_\_\_\_\_

Travel (6-7 Jan) \_\_\_\_\_

Effective time of reporting \_\_\_\_\_

Six-digit date joined (date  
after day reported) \_\_\_\_\_

100315. DAY OF DETACHMENT/REPORTING (TO PERMANENT DUTY STATION/TDY STATION FOR 45 DAYS OR MORE EN ROUTE PCS) SAME DATE. Complete the elapsed time statement (TTC 520) when a Marine reports to a new permanent duty station on the same day as the day the Marine detached the previous permanent duty station as follows:

(TTC 520)                      STRT|PCS- \_\_\_\_\_

Four-digit time of detachment \_\_\_\_\_

Six-digit date of detachment \_\_\_\_\_

Four-digit time of reporting \_\_\_\_\_

Six-digit date joined (date  
after day reported) \_\_\_\_\_

This same format applies when the Marine reports to a TDY station en route PCS for temporary duty of 45 days or more.

100316. TRAVEL VIA GOVERNMENT VESSEL. When Marines perform PCS travel aboard a naval vessel and the sole purpose of the travel is to provide transportation for a group or unit movement on PCS orders, there is no entitlement to career sea pay or credit for career sea time. Each Marine's elapsed time must be reported as two separate legs.

1. The first leg must report the elapsed time from the date of detachment from the old duty station through the date and time the Marine boarded the naval vessel.
2. The second leg must report the elapsed time from the date and time of debarking the naval vessel through the date and time of reporting to the new permanent duty station.

3. Example

a. The following itinerary is provided:

Date	Time	Place
910606	0800	Detached Camp Pendleton
910620	0900	Reported USS Neversail at San Diego
at sea en route to Okinawa		
910630	0800	Debark Ship Okinawa
910630	1000	Reported 3d FSSG

b. Report elapsed as follows:

1st Leg: STRT|PCS-0800 910606 PR04 DE08 TR01-0900|910620  
2nd Leg: STRT|PCS-0800 910630-1000|910701

100317. PROGRAM LOGIC. Reporting elapsed time automates the following actions:

1. The entitlements listed below that were accruing at the former permanent or TDY station are terminated, if they were not terminated by unit diary entry when the Marine transfers or detaches from the TDY stations

- a. basic allowance for subsistence (BAS)
- b. basic allowance for quarters (BAQ)
- c. partial basic allowance for quarters.

2. The leave balance is debited for the number of days taken in connection with the execution of orders.

3. Appropriate subsistence entitlements and BAQ PCS are credited. Such credits will process with the next regularly scheduled U&E and will be credited for payment on the next regularly scheduled payday.

PART C: CORRECTION/DELETION OF DISBURSING DIARY ENTRIES

100321. GENERAL. MCOP 60-1: On-Line Disbursing Diary Operating Procedures explains how to correct disbursing diary entries found to be in error after they have posted to the Marine's MMPA.

100322. TIME OF DETACHMENT/REPORTING. Use 2359 as the time of detachment and reporting when correcting an erroneous entry unless using the actual date of detachment and/or joining. In that case, use the actual time.

100323. CORRECTIONS. Only correct those periods of elapsed time that are wrong or that are affected by the error. For example: Elapsed time was originally reported as:

STRT|PCS-0815 890101 PR04 DE30 TR01 TD29 AT01 TR05-1145|890313

MCTIM

1. The period of awaiting transportation (AT) should have been 2 days instead of 1. And, the last period of travel (TR) should have been 4 days. Correct the erroneously reported statement as follows.

CORR STRT|PCS-2359 890306 ATO1 TR05-1145|890313  
STRT|PCS-2359 890306 ATO2 TR04-1145|890313

The date the Marine actually detached is not used in this correction entry; therefore, 2359 must be used as the time of detachment. However, since the actual date of joining is used, the actual time the Marine reported may also be used.

2. The original entry is again reviewed. It is found that the temporary duty (TD) was for 30 days, the awaiting transportation is 1 day, and the traveltime is 4 days. All erroneous components of the statement must be included when correcting the period of TD. For example:

CORR STRT|PCS-2359 890205 TD29 ATO1 TR05-1145|890313

Use the number of days as  
entered on the original  
disbursing diary \_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_

STRT|PCS-2359 890205 TD30 ATO1 TR04-1145|890313

Even though the number of days  
awaiting transportation did not  
change from the way it was  
originally entered, the actual  
days of AT did: from 880307  
to 880308. It must be restated\_\_\_\_\_

3. An additional review finds the period of temporary duty was 28 days and awaiting transportation (AT) was 2 days. Correct as follows:

CORR STRT|PCS-2359 890205 TD29 AT01-2359|890308  
STRT|PCS-2359 890205 TD28 ATO2-2359|890308

The actual dates and number of days of the other originally reported periods of elapsed time were correct. They do not need to be changed.

4. Finally, the temporary duty period should have been 30 days and there was no period of awaiting transportation. Correct as follows:

CORR STRT|PCS-2359 890205 TD29 ATO1-2359|890308  
STRT|PCS-2359 890305 TD30-2359|890308

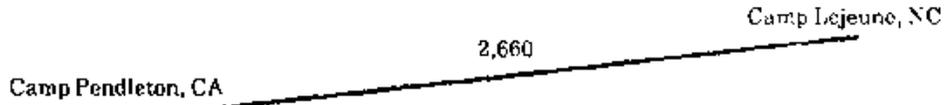
When deleting a total erroneous period, restate only those periods that require correction. Do not report the number of days for the applicable code as '00'.

PART: ELAPSED TIME COMPUTATION

100331. EXAMPLES. The figures that follow the text of this section show how to compute and report elapsed time. The distances cited were correct when the examples were originated, but may have changed. These should not be viewed as rigid examples

MCTIM

Lance Corporal Wayne receives PCS orders from Camp Pendleton, California, to Camp Lejeune, North Carolina. He detaches at 0715 on 13 August 1989, travels by commercial air and bus, and reports at his new command at 2127 on 14 August 1989.



Lance Corporal Wayne is entitled to permanent change-of-station allowances from Camp Pendleton to Camp Lejeune.

Traveltime Computation

Official ordered distance 2,660 miles

All PCS travel completed in 1 day. Allowable traveltime is 1 day.

Elapsed Time Computation

Date of Detachment 13 August 1989

Proceed Time Not entitled

Delay En Route Not authorized

Traveltime 1 day (14 August)

Date Joined 15 August 1989

Disbursing Diary Entry (TTC 520)

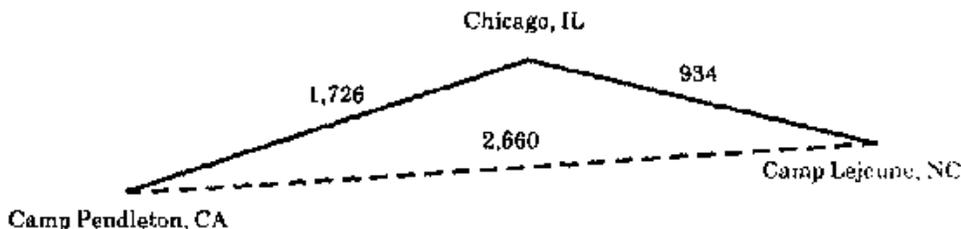
	STR	PCS	-	0715	890813	TR01	2127	/	890815
Time of detachment									
Date of detachment									
Traveltime									
Time of reporting									
Date joined new command									

Figure 10-3-1.--Travel by Mixed Commercial Modes--Completed in 1 Day.

MCTIM

Sergeant Bender receives PCS orders from Camp Pendleton, California, to Camp Lejeune, North Carolina.

Sergeant Bender detaches at 1600 on 12 April 1989 and travels to Chicago, Illinois, by commercial bus. He travels from Chicago to Camp Lejeune by POC, and reports for duty at his new command at 0700 on 24 April 1989.



Sergeant Bender is entitled to permanent change-of-station allowances from Camp Pendleton to Camp Lejeune.

Traveltime Computation

Official ordered distance	2,660 miles
# Miles by POC	934 (divided by 350 = 2 days 234 miles = 3 days)
# Miles by CB	1,726 (divided by 40 = 43.2 hours; 43.2 divided by 18 = 2.4 days 2.4 days = 3 days)

<u>Constructive Traveltime</u>	Total POC	3 days
	Total Commercial	<u>3 days</u>
	Total Constructive	6 days

Allowable Traveltime 6 days

Elapsed Time Computation

<u>Date of Detachment</u>	12 April 1989
<u>Proceed Time</u>	4 days (13 - 16 April)
<u>Delay En Route</u>	2 days (17 - 18 April)
<u>Traveltime</u>	6 days (19 - 24 April)
<u>Date Joined</u>	25 April 1989

Figure 10-3-2.--Travel by POC and Commercial Bus.

MCTIM

Disbursing Diary Entry (TTC 520)

STRT	PCS	-	1600	890412	PR04	DE02	TR06	0700		890425
------	-----	---	------	--------	------	------	------	------	--	--------

Time of detachment \_\_\_\_\_  
Date of detachment \_\_\_\_\_  
Proceed \_\_\_\_\_  
Delay \_\_\_\_\_  
Traveltime \_\_\_\_\_  
Time of reporting \_\_\_\_\_  
Date joined new command \_\_\_\_\_

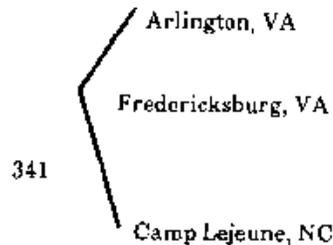
Figure 10 3 2. Travel by POC and Commercial Bus--Continued.

MCTIM

Sergeant Jones received PCS orders from HQMC, Arlington, Virginia, to Camp Lejeune, North Carolina. The orders expressed haste, therefore Sgt Jones was not authorized delay en route or proceed time.

Sgt Jones, who was directed to travel to Camp Lejeune by Government automobile, detached at 1630 on 13 July 1989. While en route to Camp Lejeune, the car had mechanical difficulties, and Sgt Jones had to remain overnight in Fredericksburg, Virginia. He reported at his new duty station at 1741 on 15 July 1989.

Sgt Jones is entitled to permanent change-of-station allowances from Arlington to Camp Lejeune.



**Traveltime Computation**

Official ordered distance	341 miles
Allowable traveltime	2 days

Travel was directed by Government conveyance. Traveltime is based on the actual time necessary to perform travel over the most direct route, to include necessary delays.

**Elapsed Time Computation**

<b><u>Date of Detachment</u></b>	13 July 1989
<b><u>Proceed Time</u></b>	Not entitled
<b><u>Delay En Route</u></b>	Not authorized
<b><u>Traveltime</u></b>	2 days (14 and 15 July)
<b><u>Date Joined</u></b>	16 July 1989

**Disbursing Diary Entry (TTC 520)**

	START	PCS	-	1630	890713	TR02	1741		890716
Time of detachment	_____			_____	_____	_____	_____	_____	_____
Date of detachment	_____			_____	_____	_____	_____	_____	_____
Traveltime	_____			_____	_____	_____	_____	_____	_____
Time of reporting	_____			_____	_____	_____	_____	_____	_____
Date joined new command	_____			_____	_____	_____	_____	_____	_____

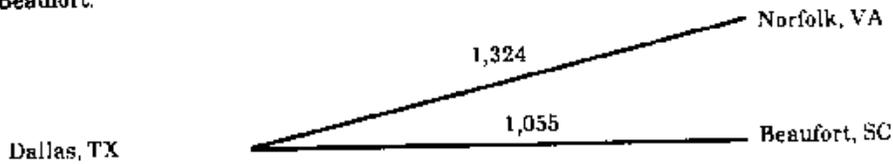
Figure 10-3-3.--Travel by Government Automobile.

MCTIM

Sergeant Turnabout received PCS orders from MB, Norfolk, Virginia, to MCLB, Barstow, California. Sgt Turnabout was entitled to 4 days' proceed, 30 days' delay en route, and travel by POC.

Sgt Turnabout detached Norfolk at 1600 on 14 June 1989 and traveled to Dallas, Texas. While on leave in Dallas, Sgt Turnabout's orders were modified. He was now directed to report to MCAS, Beaufort, South Carolina. Sgt Turnabout reported at his new duty station at 1700 on 25 July 1989.

**Entitlement.** Because his orders were modified en route, Sgt Turnabout was entitled to PCS allowances and travel for the actual route of travel. This is from Norfolk to Dallas, and then to Beaufort.



**Traveltime Computation**

Official Ordered Distance	
..from Norfolk to Dallas	1,324
..from Dallas to Beaufort	<u>1,055</u>
	2,379
# Miles by POC	2,379 (divided by 350 = 6 days 279 miles 6 days 279 miles = 7 days)
<b>Total Constructive Traveltime</b>	7 days
<b>Allowable Traveltime</b>	7 days

**Elapsed Time Computation**

<b>Date of Detachment</b>	14 June 1989
<b>Proceed Time</b>	4 days (15-18 June)
<b>Delay En Route</b>	30 days (19 June-18 July)
<b>Traveltime</b>	7 days (19-25 July)
<b>Date Joined</b>	26 July 1989

**Disbursing Diary Entry (TTC 520)**

	STRT PCS	-	1600	890614	PR04	DE30	TR07	1700		890726
Time of detachment	_____		_____	_____	_____	_____	_____	_____	_____	_____
Date of detachment	_____		_____	_____	_____	_____	_____	_____	_____	_____
Proceed	_____		_____	_____	_____	_____	_____	_____	_____	_____
Delay	_____		_____	_____	_____	_____	_____	_____	_____	_____
Traveltime	_____		_____	_____	_____	_____	_____	_____	_____	_____
Time of reporting	_____		_____	_____	_____	_____	_____	_____	_____	_____
Date joined new command	_____		_____	_____	_____	_____	_____	_____	_____	_____

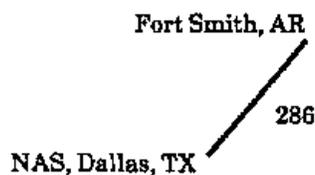
Figure 10-3-4.--Modification to PCS Orders Received En Route.

MCTIM

While on leave in Fort Smith, Arkansas, PFC Calabash received PCS orders from MCAS(H), New River, North Carolina, to NAS, Dallas, Texas. Her detaching command gave her the option of returning to New River for detachment or detaching from her leave address. PFC Calabash chose to detach from her leave point.

PFC Calabash detached from Fort Smith at 1600 on 11 August 1989 and traveled by POC to Dallas, Texas. She reported at her new command at 0645 on 12 August 1989.

**Entitlement.** PFC Calabash was entitled to PCS allowances from Fort Smith, Arkansas to NAS, Dallas, Texas. (Had PFC Calabash chosen to return to New River in a leave status and detached from there, she would have been entitled to PCS allowances from New River to NAS, Dallas.)



Traveltime Computation

Official Ordered Distance	286 Miles
# Miles by POC	286 (= 1 day)
Allowable Traveltime	1 day

Elapsed Time Computation

<u>Date of Detachment</u>	11 Aug 1989
<u>Proceed</u>	Not entitled
<u>Delay En Route</u>	Not authorized
<u>Traveltime</u>	1 day (12 Aug)
<u>Date Joined</u>	13 Aug 1989

Disbursing Diary Entry (TTC 520)

	STRT	PCS	-	1600	890811	TR01	0645		890813
Time of detachment	_____								
Date of detachment	_____								
Traveltime	_____								
Time of reporting	_____								
Date joined new command	_____								

Figure 10-3-5.--PCS Orders Received While on Annual Leave.

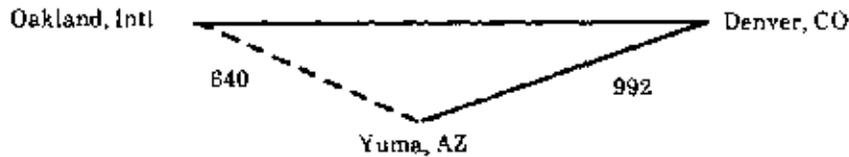
MCTIM

Major Havoc received PCS orders from MCAS, Iwakuni, Japan to MCAS, Yuma, Arizona. Major Havoc detached at 1645 on 15 January 1989, and traveled by Government air from Iwakuni to Yokota AFB. She awaited transportation there until she detached at 1530 on 17 January.

Major Havoc arrived at Oakland International Airport in California at 1330 on 17 January. From Oakland, she traveled to Denver by commercial air for leave. She then traveled by POC from Denver, and reported for duty in Yuma at 1721 on 22 February 1989.

Major Havoc was authorized 4 days' proceed.

**Entitlement.** Major Havoc was entitled to PCS allowances from Oakland International Airport, California, to MCAS, Yuma, Arizona.



**Traveltime Computation**

<b>Official Ordered Distance</b>	640 Miles
<b># Miles by POC</b>	640 (divided by 350 = 1 day 290 miles 1 day 290 miles = 2 days)
	The distance traveled from Denver to Yuma (992 miles) exceeds the official ordered travel (640 miles). No further computation required.
<b>Allowable Traveltime</b>	2 days

**Elapsed Time Computation**

<b>Date of Detachment</b>	15 January 1989
<b>Awaiting Transportation</b>	2 days (16-17 January)
<b>Proceed</b>	4 days (18-21 January)
<b>Delay En Route</b>	30 days (22 January - 20 February)
<b>Traveltime</b>	2 days (21-22 February)
<b>Date Joined</b>	23 February

Figure 10-3-6.--Return to CONUS From Overseas Tour.

MCTIM

Disbursing Diary Entry (TTC 520)

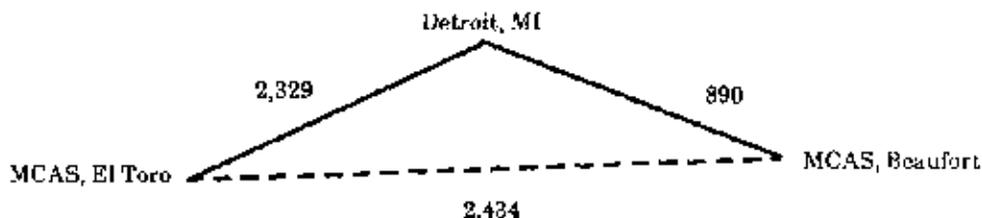
	STRT	PCS	-	1645	890115	AT02	PR04	DE30	TR02	-	1721		890223
Time of detachment													
Date of detachment													
Awaiting transportation													
Proceed													
Delay en route													
Traveltime													
Time of reporting													
Data joined new command													

Figure 10-3-6.--Return to CONUS From Overseas Tour--Continued.

**MCTIM**

Staff Sergeant Flyright received PCS orders from MCAS, Beaufort, South Carolina, to MCAS, El Toro, California. SSgt Flyright detached Beaufort at 0800 on 21 September 1989 and traveled 890 miles by commercial bus to Detroit, Michigan, where he spent 29 days delay. He left Detroit and traveled by commercial air to Los Angeles International Airport in California. From LAX, he traveled by commercial bus to El Toro, and reported for duty at 2130 on 26 October.

**Entitlement.** SSgt Flyright is entitled to permanent change-of-station allowances from MCAS, Beaufort to MCAS, El Toro.



**Traveltime Computation**

<b>Official Ordered Distance</b>	2,434 Miles
# Miles by commercial bus	890 (divided by 40 = 22.3 hours)
(mileage from LAX to El Toro not considered--LAX is the local carrier for commercial air for El Toro)	
# Miles by commercial air	2,329 Miles (only 1,544 can be considered)
	1,544 (divided by 500 = 3.1 hours)
# Hours Traveled	22.3 + 3.1 = 25.4
	25.4 divided by 18 = 1.4 = 2 days
<b>Constructive Traveltime</b>	2 days
<b>Allowable Traveltime</b>	2 days

**Elapsed Time Computation**

<b>Date of Detachment</b>	21 September 1989
<b>Proceed</b>	4 days (22-25 September)
<b>Delay En Route</b>	29 days (26 September - 24 October)
<b>Traveltime</b>	2 days (25-26 October)
<b>Date Joined</b>	27 October 1989

Figure 10-3-7.--Mixed Commercial Transportation

MCTIM

Disbursing Diary Entry (TTC 520)

	STR	PCS	-	0800	890921	PR04	DK29	TR02	2130		891027
Time of detachment											
Date of detachment											
Proceed											
Delay en route											
Traveltime											
Time of reporting											
Date joined new command											

Figure 10-3-7. -Mixed Commercial Transportation--Continued.

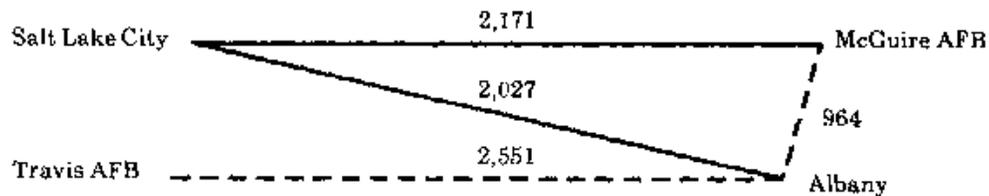
## MCTUM

CWO Liefer receives PCS orders from Camp Smedley D. Butler, Okinawa, Japan, to MCLB, Albany, Georgia. She was granted circuitous travel authority coupled with 45 days' delay en route.

CWO Liefer detached her old command at 1800 on 14 June 1989. Her port of entry was at McGuire AFB, New Jersey. The JFTR provides that a member is entitled to travel allowances for the official distance between the port of debarkation serving the new permanent duty station and that station. However, when the member performs circuitous travel, the member may only be paid travel allowances for the most direct route of travel from the port of debarkation actually used to the new permanent duty station. This may not exceed the most direct route between the normal CONUS port of debarkation and the new permanent duty station.

From McGuire AFB, CWO Liefer traveled by commercial plane to Salt Lake City, Utah. From Salt Lake City, CWO Liefer traveled by POC to Albany, a distance of 2,027 miles, and reported to her new command at 1300 on 6 August 1989.

Had CWO Liefer not performed circuitous travel, she would have been entitled to PCS travel allowances from Travis AFB, California to Albany, a distance of 2,551 miles. Since her point of debarkation was McGuire AFB in New Jersey, CWO Liefer is entitled to PCS travel allowances from there to Albany, a distance of 964 miles.



### Traveltime Computation (Transoceanic)

14 Jun (second) = 1 day (constructively crossed IDL)

### Traveltime Computation (Land)

Official ordered distance	964 miles (from McGuire to Albany)
# Miles by POC	2,027 (only 964 miles can be considered-- no other mode considered)
	964 (divided by 350 = 2 days 264 miles ≈ 3 days)

### Constructive Traveltime

Constructive traveltime for the transoceanic portion of the travel may not exceed the time by the direct route to the United States by the directed mode. This would have been Okinawa to Los Angeles International Airport, and would have occurred on the second 14 June. This is not reported on the disbursing diary entry.

The Marine may only be paid for the distance from the port of debarkation actually used to the new permanent duty station. This may not exceed the most direct route between the normal CONUS port of debarkation and the new permanent duty station.

Figure 10-3-8.--Return to CONUS by Circuitous Travel.

MCTIM

Allowable Traveltime 3 days

Elapsed Time Computation

Date Time Detachment 14 Jun 1989

Transoceanic Travel second 14 June

Proceed Time 4 days (15 - 18 June)

Delay En Route 46 days (19 June - 3 August)

Traveltime 3 days (4 - 6 August)

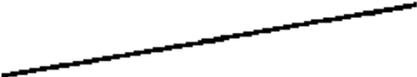
Disbursing Diary Entry (TTC 520)

	STRT	PCS	-	1800	890614	PR04	DE46	TR03	1300	890807
Time of detachment										
Date of detachment										
Proceed										
Delay en route										
Traveltime										
Time of reporting										
Date of reporting										

Figure 10-3-8.--Return to CONUS by Circuitous Travel--Continued.

## MCTIM

Private Hatfield received PCS orders from Camp Pendleton, California to Camp Lejeune, North Carolina. He detached his old duty station at 0800 on 25 May, and proceeded by commercial bus to his leave address of Hawg Holler, Kentucky. At approximately 0120 on 13 June, Private Hatfield was pronounced dead at the scene of an accident.

Camp Pendleton, CA  Hawg Holler, KY

When a Marine dies en route while executing official travel orders, forward all documents concerning the Marine's travel with the Marine's pay record to the MCFC (SEC) under a document transmittal letter. The MCFC (SET) will account for the Marine's elapsed time and final payment for any monies due the designated beneficiary.

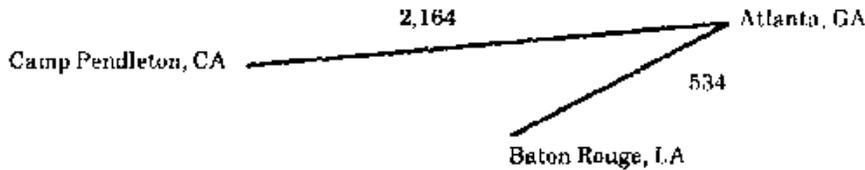
Figure 10-3-9.--Death While En Route on PCS Orders.

MCTIM

Captain Pettigrew was transferred from Camp Pendleton, California to Baton Rouge, Louisiana. He was directed to perform temporary duty en route in Atlanta, Georgia. Captain Pettigrew was authorized 4 days' proceed, 30 days' delay, and travel by POC.

Captain Pettigrew detached Camp Pendleton at 0800 on 13 August 1989. He reported for temporary duty at 1530 on 6 September and completed it at 1630 on 9 September. He reported at his new duty station at 1645 on 27 September.

Entitlement. Captain Pettigrew is entitled to PCS allowances from Camp Pendleton to Atlanta, and from Atlanta to Baton Rouge.



Traveltime Computation (Transoceanic)

Each leg of ordered travel must be computed and accounted for within the actual segment of travel directed in the orders.

1st leg of travel

Official ordered distance ... from Pendleton to Atlanta	2,164 miles
# Miles by POC	2,164 (divided by 350 = 6 days 64 miles = 6 days)
<u>Constructive Traveltime</u>	6 days
<u>Allowable Travelttime</u>	6 days

2nd leg of travel

Official ordered distance ... from Pendleton to Atlanta	534 miles
# Miles by POC	534 (divided by 350 = 1 day 184 miles = 2 days)
<u>Constructive Travelttime</u>	2 days
<u>Allowable Travelttime</u>	2 days
<u>Total Allowable Travelttime</u>	6 + 2 = 8 days

Figure 10 3 10. TDY For Less Than 45 Days En Route To a PCS.

MCTIM

Elapsed Time Computation

<u>Date Time Detachment</u>	13 August 1989
<u>Proceed Time</u>	4 days (14-17 August)
<u>Delay En Route</u>	13 days (18-30 August)
<u>Traveltime</u>	6 days (31 August-5 September)
<u>Temporary Duty</u>	4 days (6-9 September)
<u>Delay En Route</u>	16 days (10-25 September)
<u>Traveltime</u>	2 days (26-27 September)
<u>Date Joined</u>	28 September

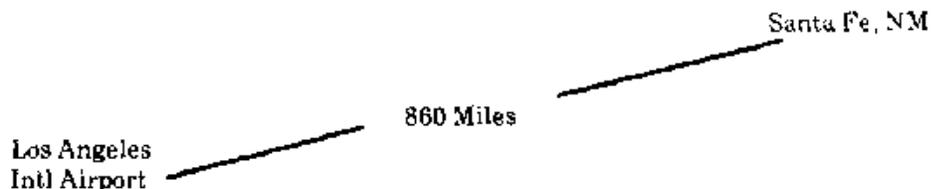
	STRY	PCS	-	0800	890813	PR04	DE13	TR06	TDO4	DE16	TR02-1645	890928
Time of detachment												
Date of detachment												
Proceed												
Delay												
Traveltime												
Temporary duty												
Delay												
Traveltime												
Time of reporting												
Date joined new command												

Figure 10-3-10.--TDY For Less Than 45 Days En Route to a PCS--Continued

## MCTIM

### Circumstance of Travel

Master Gunnery Sergeant Holland M. Diamond, 119 18 04 16, USMC, received PCS orders from HqBn, 3d Mar Div, Okinawa, Japan to Marine Barracks, Yokosuka, Japan, for duty. He was detached from duty at 1630 on 18 May 1989. He was authorized 4 days' proceed and 31 days' delay en route. The AWOP directing his transfer upon completion of his "unaccompanied tour" or overseas duty to an "accompanied tour" of overseas duty included a "leave travel authorization." His detaching command endorsed his transfer orders to reflect Santa Fe, New Mexico as his place of leave and authorized CONUS land travel by POC. His orders certified Class II priority for all transoceanic travel via Government aircraft. He reported for duty at his new duty station at 1430, 25 June 1989.



Master Gunnery Sergeant Diamond is entitled to permanent change-of-station allowances from Okinawa, Japan to Yokosuka, Japan, via Santa Fe, New Mexico.

### Elapsed Time Computation

Master Gunnery Sergeant Diamond traveled by Government air from Kadena AFB to Los Angeles International Airport; Los Angeles International Airport to Santa Fe, New Mexico, by commercial air; from Santa Fe, New Mexico to Los Angeles Intl Airport by POC; Los Angeles Intl Airport to Yokota AFB by Government air; and, from Yokota AFB to Yokosuka, Japan, by Government auto. The official distance ordered to travel was 1,720 miles excluding all transoceanic and foreign land travel. The excluded portions of travel were accomplished by Government modes. The traveler is entitled to the time actually required to be accomplished by Government modes. The traveler is entitled to the time actually required to accomplish all such travel. The following method of computation for accountability of elapsed time will be used:

MIXED MODES (traveled by CP and POC)

Orders: PCS . . . CONUS land travel . . Los Angeles Intl Airport to Santa Fe, NM, and return . . .  
Official ordered distance . . . 1,720 miles

Figure 10-3-11.--PCS Orders - Overseas Unaccompanied Tour to Overseas Accompanied Tour

MCTIM

<u>Itinerary</u>						
<u>DATE</u>		<u>TIME</u>	<u>PLACE</u>	<u>MODE</u>	<u>DISTANCE</u>	
18 May	DEP	2205	Los Angeles Intl Airport	CP		
19 May	ARR	0530	Santa Fe, NM		860	
23 Jun	DEP	0700	Santa Fe, NM	PA		
25 Jun	ARR	1830	Los Angeles Intl Airport		860	
					Total CP Travel	(860)
					Total POC Travel	(860)
					Total Travel	(1,720)
<u>Constructive Traveltime:</u> (1st Leg-Land Travel)						
Order distance	....	860	(Los Angeles Intl Airport to Santa Fe, NM)			
CP	.....	<u>-860</u>	(860 divided by 500 = 1.7 hrs)			
Constructive Traveltime	.....	1 day				
Allowable Traveltime	.....	1 day				
<u>Constructive Traveltime:</u> (2d Leg-Land Travel)						
Order distance	....	860	(Santa Fe, NM to Norton, AFB)			
CP	.....	<u>-860</u>	(860 divided by 350 = 2 days with 160 miles remaining) = 2 days			
Total Constructive Traveltime	...	2 days				
Allowable Traveltime	.....	2 days				
<u>Total Allowable Traveltime:</u>						
1st Leg		1 day				
2d Leg		<u>2 days</u>				
		3 days				

Figure 10-3-11.--PCS Orders - Overseas Unaccompanied Tour to Overseas Accompanied Tour--Continued.

MCTIM

Accountability for Elapsed Time:

\*Traveltime 1 day 19 May  
 Proceed Time 4 days 20 - 23 May  
 Delay En Route 31 days 24 May - 23 Jun  
 \*Traveltime 2 days 24 - 25 Jun

\*Leave traveltime must be computed (constructive, allowable) for each leg of ordered travel and accounted for an actual dates for which travel is allowed. MCO P1000.6 refers.

All Transoceanic travel performed in a duty status between the old duty station and CONUS; CONUS and the new duty station.

Disbursing Diary Entry

STRT|PCS -1630 890518 TR01 PRO4 DE31 TR02-1430|89 0626

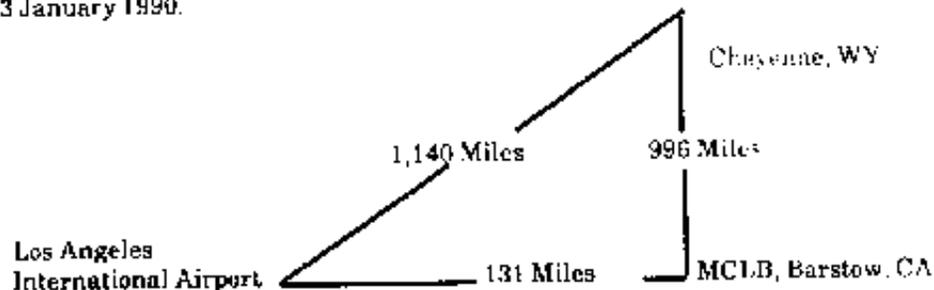
Time of detachment \_\_\_\_\_  
 Date of detachment \_\_\_\_\_  
 Traveltime code \_\_\_\_\_  
 No. days travel \_\_\_\_\_  
 Proceed Code \_\_\_\_\_  
 No. days proceed \_\_\_\_\_  
 Delay en route code \_\_\_\_\_  
 No. days delay \_\_\_\_\_  
 Traveltime code \_\_\_\_\_  
 No. days travel \_\_\_\_\_  
 Time of reporting \_\_\_\_\_  
 Date joined new command \_\_\_\_\_

Figure 10-3-11. - PCS Orders - Overseas Unaccompanied Tour to Overseas Accompanied Tour--Continued.

## MCTIM

### Circumstance of Travel

Private Taddeus DeCuttoutte, 179 18 21 47, USMC, was serving with the 3d Marine Division (Reinl, FMF, FPO San Francisco, California 96602, and received PCS orders to MCLB, Barstow, California, for duty. He was detached from his old duty station at 0800, 4 November 1989. He was authorized 30 days' delay en route and 1 day of travel time by POC to accomplish the necessary travel from the POD, Los Angeles Intl Airport, California to his new duty station. His orders directed that he report to his new duty station no later than 2400, 5 December 1989. Private DeCuttoutte failed to report to his new duty station until 1900, 3 January 1990.



Private DeCuttoutte is entitled to permanent change-of-station allowances from Okinawa, Japan to MCLB, Barstow, California.

### Elapsed Time Computation

Private DeCuttoutte failed to report as directed by his transfer orders. Consequently, he entered into an unauthorized absence (UA) status at 0001, 5 December 1989. No accountability of elapsed time can be made until the Marine is returned to military control and is restored to a duty status. The commanding officer will endorse the travel orders to indicate whether the period of absence in excess of the proceed, delay, and/or travel time authorized by the travel orders will or will not be excused as unavoidable. The commanding officer will ensure that the Marine prepares and submits the travel claim for settlement. The disbursing officer will report the elapsed time ensuring that any periods of absence excused as unavoidable are reported as delay. Any periods of absence not excused as unavoidable will be accounted for by the commanding officer per MCO P1080 35.

Orders. PCS ... from 3d MarDiv, Okinawa, Japan to Los Angeles Intl Airport, CA, to MCLB, CA ...  
Authorized 30 days' delay and 1 day travel by POC ...  
Official ordered land travel distance ... 131 miles

Figure 10-3-12.-PCS Orders - Marine Fails to Report - CONUS Bound.

MCTIM

<u>Circumstance of Travel</u>					
<u>DATE</u>		<u>TIME</u>	<u>PLACE</u>	<u>MODE</u>	<u>DISTANCE</u>
4 Nov	DEP	1330	Camp Hansen, Okinawa, Japan	GB	
4 Nov	ARR	1400	Kadena AFB, Okinawa, Japan		
4 Nov	DEP	1730	Kadena AFB, Okinawa, Japan	GP	
	(Crossed IDL)				
4 Nov	ARR	1917	Los Angeles Intl Airport		
4 Nov	DEP	2145	Los Angeles Intl Airport	CP	
5 Nov	ARR	0030	Cheyenne, WY		1,140
2 Jan	DEP	0700	Cheyenne, WY	PA	
3 Jan	ARR	1900	MCLB, Barstow, CA		996
				Total POC Travel	(996)
				Total CP Travel	(1,140)
				Total Travel	(2,136)

Traveltime Computation:

Ordered distance . . . 131  
 \*POC . . . . . -131 (131 divided by 350 = .37 days) = 1 day  
 Allowable traveltime . . . . . 1 day

\*Actual POC travel exceeds ordered distance. No further constructive computation is required.

Accountability of Elapsed Time:

Excess elapsed time excused as unavoidable:  
 Delay En Route 59 days 5 Nov 89 - 2 Jan 90  
 Traveltime 1 day 3 Jan 90

Excess elapsed time not excused:  
 Delay En Route 30 days 5 Nov - 4 Dec 89  
 Travel time 1 day 5 Dec 89

Disbursing Diary Entry - Excess elapsed time excused as unavoidable

STRT|PCS -0800 891104 DE59 TRO1-1900|900104

Time of detachment \_\_\_\_\_  
 Date of detachment \_\_\_\_\_  
 Delay en route code \_\_\_\_\_  
 No. days delay \_\_\_\_\_  
 Traveltime code \_\_\_\_\_  
 No. days travel \_\_\_\_\_  
 Time of reporting \_\_\_\_\_  
 Date joined new command \_\_\_\_\_

Figure 10-3-12.--PCS Orders - Marine Fails to Report - CONUS Bound--Continued.

MCTIM

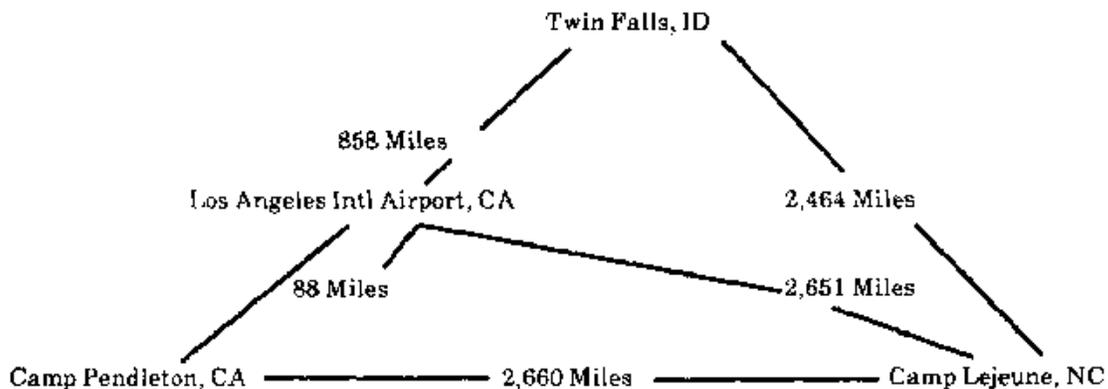
<u>Disbursing Diary Entry - Excess elapsed time not excused</u>	
	STAT PCS -0800 891104 DE30 TR01-2359/891206
Time of detachment	_____
Date of detachment	_____
Delay en route code	_____
No. days delay	_____
Traveltime code	_____
No. days travel	_____
Time of reporting	_____
Date joined new command	_____

Figure 10-3-12.-PCS Orders - Marine Fails to Report - CONUS Bound--Continued

## MCTIM

### Circumstances of Travel

Sergeant Hiram Walker, 142 18 20 13, USMC was stationed with the 2d Marine Division, Camp Lejeune, North Carolina. On 15 May 1989, he received PCS orders to the 1st Marine Aircraft Wing on Okinawa for duty. He was detached at 0800, 21 June. He was authorized 4 days' proceed time, 30 days' delay en route, and travel by POC. He was directed to report to Los Angeles Intl Airport, California for his port call for transoceanic transportation no later than 2100, 3 August. While at his leave destination of Twin Falls, Idaho, he was involved in a motorcycle accident. He was rendered unconscious and incapacitated from 1530, 21 July, until released from the hospital at 1100, 10 August. The sergeant contacted the Marine Corps Movement Coordination Center (MCMCC), Camp Pendleton, California to inform them of the accident and hospitalization. He was authorized to resume his delay status and was directed to report to the MCMCC no later than 2400, 22 August. He complied with the modification of his orders and reported at the MCMCC at 1800, 22 August. He remained there until he departed for Los Angeles Intl Airport at 1800, 26 August. He arrived at 1st MAW, Okinawa, Japan, at 1830, 27 August.



Sergeant Walker is entitled to PCS allowances from Camp Lejeune, North Carolina to 1st MAW via Camp Pendleton, CA.

### Elapsed Time Computation

Sergeant Walker traveled by POC from Camp Lejeune, North Carolina to his leave destination, Twin Falls, Idaho. Upon resumption of his travel subject to modification of his original orders, he proceeded by POC to Camp Pendleton, California. He was in an awaiting transportation status while at Camp Pendleton and remained so until his arrival at Okinawa, Japan. The official distance for ordered land travel was 2,660 miles. The following method of computation for accountability of elapsed time will be used:

Figure 10-3-13.-PCS Orders - Marine Fails to Report - Overseas Bound/Hospitalized En Route.

**MCTIM**

<b>Orders:</b>	PCS	CONUS land travel by POC	Camp Lejeune, NC, to Camp Pendleton, CA	Official ordered distance	2,660 miles
<b>Itinerary:</b>					
	<u>DATE</u>	<u>TIME</u>	<u>PLACE</u>	<u>MODE</u>	<u>DISTANCE</u>
	21 Jun	DEP 0800	Camp Lejeune, NC	PA	
	26 Jun	ARR 1300	Twin Falls, ID		2,464
	12 Aug	DEP 0700	Twin Falls, ID	PA	
	22 Aug	ARR 1600	MCMCC, Camp Pendleton, CA		858
	26 Aug	DEP 1800	MCMCC, Camp Pendleton, CA	CB	
	28 Aug	ARR 1955	Los Angeles Intl Airport, CA		
	28 Aug	DEP 2035	Los Angeles Intl Airport, CA	GP	
	27 Aug	ARR 1830	Kadena AFB, Okinawa		
					Transoceanic
				Total POC Travel	(3,322)
<b>Traveltime Computation:</b>					
	Ordered distance	2,660			
	POC	2,660	(2,660 divided by 350 = 7 days with 210 miles remaining) = 8 days		
	Constructive Traveltime	8 days			
	Allowable Traveltime	8 days			
<b>Accountability of Elapsed Time:</b>					
	Proceed Time	4 days	22 - 25 Jun		
	Delay En Route	25 days	26 June - 20 Jul		
	Sick	21 days	21 Jul - 10 Aug		
	Delay En Route	4 days	11 - 14 Aug		
	Traveltime	8 days	15 - 22 Aug		
	*Awaiting Transportation/ Transoceanic Travel	5 days	23 - 27 Aug		
	*All transoceanic travel/awaiting transportation is performed in a duty status between time reported to MCMCC and arrival at new duty station.				

Figure 10 3-13.--PCS Orders - Marine Fails to Report Overseas Bound/Hospitalized En Route  
Continued

MCTIM

<u>Disbursing Diary Entry</u>	
STAT/PCS	0800 890621 PR04 DE25 SK21 DE04 TR08 AT05-1830 890828
Time of detachment	_____
Date of detachment	_____
Proceed code	_____
No. days proceed	_____
Delay en route code	_____
No. days delay	_____
Sick time code	_____
No. days sick	_____
Delay en route code	_____
No. days delay	_____
Traveltime code	_____
No. days travel	_____
Awaiting transportation code	_____
No. days awaiting transportation	_____
Time of reporting	_____
Date joined new command	_____

Figure 10-3-13.--PCS Orders - Marine Fails to Report - Overseas Bound/Hospitalized En Route--  
Continued.

**MCTIM**

Circumstance of Travel

Captain Delbert Q. Dorsalfinne, 169 18 21 39, USMC was stationed at the Marine Corps Finance Center, Kansas City, Missouri. He was ordered to attend the annual Inspector Instructors Conference to be held at Nashville, Tennessee, during the period 18 - 22 June 1989. The Captain requested and was granted 10 days' annual leave in connection with his TAD orders and authority to perform the required travel by POC at his own convenience. He departed on TAD at 1525, 15 June. required travel status for the outgoing portion of travel commenced at 1300, 17 June with scheduled arrival at Nashville, Tennessee, at 1715, 17 June. The return portion of travel terminated at 1230, 23 June



Captain Dorsalfinne is entitled to TAD allowances for the period 18 - 22 June and allowable traveltime.

Elapsed Time Computation

Captain Dorsalfinne traveled by POC, for reason of own convenience from MCFC, Kansas City, Missouri to Nashville, Tennessee, and return, a total distance of 1,140 miles. He was authorized and took 10 days' annual leave in connection with the TAD. The following is the method of computation for accountability of elapsed time:

Orders: TAD . . . . from MCFC, Kansas City, MO to Nashville, TN and return . .  
 Official ordered distance . . . . 1,440 miles

Itinerary:

<u>DATE</u>	<u>TIME</u>	<u>PLACE</u>	<u>MODE</u>	<u>OFFICIAL DISTANCE</u>
15 Jun	DEP 1525	Kansas City, MO	PA	570
17 Jun	ARR 1540	Nashville, TN		
23 Jun	DEP 0730	Nashville, TN	PA	104
23 Jun	ARR 1120	Land Between the Lakes, KY		
02 Jul	DEP 0630	Land Between the Lakes, KY	PA	466
02 Jul	ARR 2130	Kansas City, MO		
POC Land Travel				(1,140)

Figure 10-3-14. --TAD Orders With Leave in Connection Therewith.

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Traveltime Computation:

Ordered distance ..... 1,140 miles

Traveler authorized to travel POC for reason of own convenience. Therefore, traveltime will be computed and authorized based on prevailing schedules for commercial aircraft.

Allowable Traveltime .... 2 days

Accountability for Elapsed Time

Leave	1 day	16 Jun
Traveltime	1 day	17 Jun
TAD	5 days	18 - 22 Jun
Traveltime	1 day	23 Jun
Leave	9 days	24 Jun - 2 Jul

Disbursing Diary Entries

A separate entry is required for each period of leave taken in connection with TAD.

STR|TAD LV -890616 01|890702

Beginning date of leave \_\_\_\_\_  
No. of days of leave \_\_\_\_\_  
Date of actual return from TAD \_\_\_\_\_

STR|TAD LV -890624 09|890702

Beginning date of leave \_\_\_\_\_  
No. of days of leave \_\_\_\_\_  
Date of actual return from TAD \_\_\_\_\_

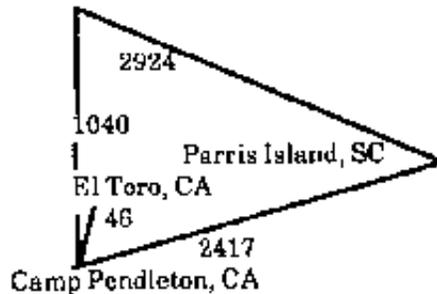
Figure 10-3-14.--TAD Orders - With Leave in Connection Therewith--Continued.

## MCTIM

### Circumstance of Travel

PFC Michael A. Head, 118 19 04 15, USMC received recruit transfer orders from Parris Island, South Carolina to MCB, Camp Pendleton, California, for temporary duty under instruction and for further transfer by Headquarters Marine Corps. He was detached 1100, 7 July 1989 and authorized delay en route. He was to report by 2400, 25 July. While on leave in Portland, Oregon, he received a modification to his orders to perform TDY in connection with recruiting matters at Portland, Oregon, during the period 25 July through 7 August. Upon completion of TDY, he was to proceed and report not later than 8 August to MCB, Camp Pendleton for temporary duty under instruction and for further transfer to the CG, Marine Corps Air Station, El Toro, Santa Ana, California, for duty. He complied with the modification to his orders and reported for recruiter assistance duty at 0800, 25 July and detached at 1700, 7 August. He reported to MCB, Camp Pendleton, California, at 2330, 8 August. At 1400, 29 September, PFC Head completed his TEMINS at Camp Pendleton, and detached. He reported to the Commanding General, MCAS, El Toro, Santa Ana, California, at 1650, 30 September.

Portland, OR



PFC Head is entitled to PCS allowances for the ordered travel from Parris Island, South Carolina to MCAS, El Toro, California, via Camp Pendleton, California. He is also entitled to per diem for the period 0800, 25 July through 1700, 7 August while performing temporary duty as a recruiter assistant at his leave point in Portland, Oregon.

### Elapsed Time Computation

PFC Head traveled by POC from Parris Island, South Carolina to Savannah, Georgia, and by commercial plane from Savannah, Georgia to his leave point in Portland, Oregon. Upon completion of leave and TDY in Portland, he traveled by POC to Camp Pendleton, California. Upon completion of TDY at Camp Pendleton, California, he traveled by POC to MCAS, El Toro, California. The official distance for ordered land travel was 2,463 miles. The following method of computation for accountability of elapsed time will be used:

Orders: PCS . . . . CONUS land travel by POC, CP, POC . . . Parris Island, SC to El Toro, CA,  
via Camp Pendleton, CA . . . .  
Official ordered distance . . . . 2,463 miles

Figure 10-3-15. PCS Orders - TDY as Recruiter Assistant.

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Itinerary:

DATE		TIME	PLACE	MODE	DISTANCE
7 Jul	DEP	1100	Parris Island, SC	PA	
7 Jul	ARR	1300	Savannah, GA		*41
7 Jul	DEP	1500	Savannah, GA	CP	
7 Jul	ARR	2100	Portland, OR		2,889
25 Jul-7 Aug TEMDU Portland, OR Recruiter Assistant					
7 Aug	DEP	1700	Portland, OR	PA	
8 Aug	ARR	2300	Camp Pendleton, CA		1,040
9 Aug - 29 Sep TEMDUINS Camp Pendleton, CA					
29 Sep	DEP	1400	Camp Pendleton, CA	PA	
30 Sep	ARR	1650	El Toro, CA		46
					Total POC Travel (1,086)
					Total CP Travel (2,889)
					Total Travel (3,975)

\*DO not include this mileage in the computation of allowable traveltime.  
The local carrier for commercial air is located at Savannah, GA.

Traveltime Computation:

(1st LEG - LAND TRAVEL)

Ordered distance 2,417 (Parris Island, SC to Camp Pendleton, CA)  
POC -1,040 (1040 divided by 350 = 2 days with 340 miles  
remaining) = 3 days  
1,377

CP(remaining distance) (1377 divided by 500 = 2.8 hours) = 1 day

Total POC.....3 days  
Total Commercial.....1 day  
Total Constructive Traveltime.....4 days  
Allowable Traveltime.....4 days

(2d LEG- LAND TRAVEL)

Ordered distance 46 (Camp Pendleton, CA to El Toro, CA)  
POC -46

Allowable Traveltime 1 day

Figure 10-3-15.--PCS Orders - TDY as Recruiter Assistance-Continued.

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CHAPTER 10

ELAPSED TIME

SECTION 4: TEMPORARY ADDITIONAL DUTY:  
TRAVELTIME AND LEAVE

PART A: TAD TRAVELTIME

100401. GENERAL. Compute traveltime from the time the Marine departs the place from which ordered to TAD to the time the Marine returns. This must not exceed air/surface transportation schedules that coincide with the requirements of the orders.

100402. TRAVEL BY POC. (See JFTR, paragraph U3300.) The order-issuing authority may authorize travel by POC as more advantageous to the Government. This must be agreeable to the Marine.

1. A Marine traveling by POC is entitled to the same amount of traveltime as if traveling by Government conveyance.

2. Before authorizing POC travel, compare what it would cost the Marine to travel by POC to the cost for travel by commercial/Government air:

a. POC. Add costs of the following:

Per diem to and from the TAD site

Lost time to and from the TAD site

Official distance of the ordered travel at the current MALT rate

b. Commercial/Government Air. Add the costs of the following:

Round-trip ticket (consider group or discount rates)

Per diem to and from the TAD site

Lost time to and from the TAD site

Incidental expenses related to air travel (e.g., tips, parking fees, taxi charges)

100403. TRAVEL BY AIR. Include the actual or estimated time used to travel to and from the air terminal.

1. Traveltime is based on the time the Marine detaches, as shown on the endorsement to the orders. Compute the traveltime based on whole days: with fractional parts of 24 hours counted as whole days.

2. The Marine should travel by direct through routes, using the first available connection at points of change. This will depend on the class of priority authorized by the orders.

3. Generally, only 1 day of traveltime by air is allowed. The traveler must endorse the orders, specifically stating the reason(s) why excess time exclusive of personal preference or convenience was required.

100404. TRAVEL BY GOVERNMENT TRANSPORTATION. The actual time required for the mode used is authorized.

100405. TRAVEL BY AERO CLUB AIRCRAFT. See JFTR, paragraph U3210. The Aero Club concerned must authorize use of the aircraft.

1. In addition, the commanding officer of the appropriate sponsoring installation must certify that MCO P1710. 16 has been complied with, and the insurance in effect at the time the travel is to be performed covers the use of club aircraft for official duty travel.

2. Orders must contain the following statement:

Travel by Aero Club aircraft is permitted at the option of and for the convenience of the individual traveler.

PART B: LEAVE IN CONNECTION WITH TAD

100411. GENERAL. See MCO P1050.3. The day the Marine departs on leave is a day of duty. The day the Marine returns is also a day of duty, if the Marine returns before 0900, Leave is not charged for any day official travel is performed.

100412. DEPARTURE FROM THE PERMANENT DUTY STATION. If the time between the date of departure from the permanent duty station and the date of joining the temporary duty site is more than the authorized traveltime,

1. period just before the date joined is considered traveltime, and
2. the remaining period is charged as leave.

For example: A Marine is ordered to report at Camp Lejeune, North Carolina, for 10 weeks no later than 2400 on 31 May. The Marine leaves Norfolk, the permanent duty station, on 28 May. Leave and traveltime is accounted for as follows:

28 May - date departed (day of duty)  
29-30 May - leave  
31 May - travel (constructive schedule shows that the Marine could have departed Norfolk at 1445 on 31 May and complied with the orders, Constructive travel status begins at that time and date.

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100413. DEPARTURE FROM TEMPORARY DUTY STATION. If the time Between the date of departure and the date of return to the permanent duty station is more than the authorized traveltime,

1. the period just after the Marine departs the TAD station is considered traveltime, and
2. the remaining period is charged as leave.

For example: A Marine departs from temporary duty at Camp Lejeune, North Carolina, at 2000 on 25 April. The Marine reports at the permanent duty station at 0700 on 28 April. Leave and traveltime will be accounted for as follows:

- 25-26 Apr - days of travel (constructive schedule shows that the Marine could have returned to Norfolk at 1100,26 April. Travel status terminated 1100,26 April.
- 27 Apr - day of leave
- 28 Apr - day of duty

100414. LEAVE TAKEN IN CONNECTION WITH TAD. Use the following disbursing diary statement to report leave taken to, from, or between TAD site(s):

TTC 521	STRT TAD LV-	_____		_____
Six-digit date leave began	_____			_____
Two-digit number of days leave taken (01, 15)	_____			_____
Six-digit date of return from TAD or arrival at TAD station	_____			_____

The TAD reporting unit must account for and report any leave authorized by the TAD site commander. See MCO P1080.35.

PART C: SETTLEMENT OF CLAIMS

100421. IF THE MARINE PERFORMS TEMPORARY DUTY FOR 45 DAYS OR MORE

1. At the Temporary Duty Station
  - a. Supporting Documents Required
    - (1) Original and two copies of the PCS/TDY orders.
    - (2) The original and two copies of the NAVMC 11108. Memorandum Endorsement - Certification of Accountability for Elapsed Time - TAD 45 Days or More. Part I should be completed and signed by the Marine and certified by the commanding officer or a designated representative.

b. Action

(1) Compute the elapsed time between the date the Marine detaches from the previous duty station and the date of joining the temporary duty station.

(2) Report the elapsed time. Use the disbursing diary statement shown in paragraph 100301.

(3) Complete part II of the NAVMC 11108. Attach the original of the PCS/TDY orders.

(4) Return the original and one copy of the PCS/TDY orders (with the original NAVMC 11108) to the temporary duty station commanding officer.

(5) File a copy of the NAVMC 11108 and a copy of the disbursing diary page with the elapsed time entry on it on the left side of the Marine's PFR. If you or the Marine do not have custody of the PFR, forward copies of these documents under a letter of transmittal to the Marine's (new) permanent duty station.

(6) Keep the third copy of this form, together with a copy of the PCS/TDY orders, for record purposes.

2. At the Permanent Duty Station

a. Supporting Documents Required

(1) Original and three copies of all PCS/TDY orders.

(2) Original and one copy of the NAVMC 11108.

(3) Copies of previously paid vouchers.

b. Action

(1) Compute all periods of proceed, delay, and traveltime not previously reported at the TDY site.

(2) Report the elapsed time. Use the disbursing diary statement in paragraph 100301. (If any periods of elapsed time had been erroneously reported, correct them now.)

(3) Return the original orders, together with copies of all vouchers, to the commanding officer for delivery to the Marine. This package would be copied and filed in the service record as a leave document, if applicable.

(4) Forward a copy of the orders to support [DD Forms 1351](#) and [1351-2](#) and/or copies of certificates and documents, as appropriate, with the disbursing officer's financial returns.

(5) File a copy of the orders, together with a copy of the completed voucher form(s) and/or certificate(s) in your retain files.

(6) File copies of travel vouchers which show elapsed time and leave in connection with TDY in the PFR until the proceed, delay, and traveltime appear correctly on the Marine's LES. The travel vouchers may then be removed and destroyed.

(7) Account for and dispose of all GTR's and unused tickets submitted by the Marine following the instructions in MCO P4600.7.

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100422. CLAIMS SETTLEMENT. Settlement of proceed rations, leave rations, and BAQ (own right), as entitled, will be computer-generated and posted to the MMPA. Payment will be made on the first regularly scheduled payday after it is accepted by the system. All other entitlements will be locally determined and manually paid. (The commanding officer may approve the local and immediate payment for proceed and leave rations and BAQ (own right) in emergency situations. Claims for periods of TAD (non-PCS connected) will be manually settled by the servicing disbursing officer.

10-70

CHAPTER 11

TRAVEL COMPUTATIONS

PARAGRAPH PAGE

SECTION 1: PER DIEM/ACTUAL EXPENSE ALLOWANCES

PART A: PER DIEM

TEMPORARY ADDITIONAL DUTY TEMPORARY DUTY.....	110101	11-3
(TAD/TDY)		
PERMANENT CHANGE OF STATION (PCS).....	110102	11-3

PART B: ACTUAL EXPENSE ALLOWANCE

COMPUTATION RULES.....	110111	11-3
------------------------	--------	------

SECTION 2: INTERNATIONAL DATELINE (IDL)

GENERAL.....	110201	11-5
CLAIM NOTATION.....	110202	11-5
WESTERLY DIRECTION.....	110203	11-5
EASTERLY DIRECTION.....	110204	11-5
EXAMPLES.....	110205	1105
DIFFERENCES BASED ON MODE OF TRANSPORTATION USED.....	110206	11-5

SECTION 3: REIMBURSABLE EXPENSES

REFERENCE.....	110301	11-7
----------------	--------	------

SECTION 4: TRANSPORTATION ALLOWANCES

TEMPORARY ADDITIONAL DUTY.....	110401	11-9
PERMANENT CHANGE OF STATION.....	110402	11-9

CHAPTER 11

TRAVEL COMPUTATIONS

SECTION 1: PER DIEM/ACTUAL EXPENSE ALLOWANCES

PART A: PER DIEM

110101. TEMPORARY ADDITIONAL DUTY/TEMPORARY DUTY (TAD/TDY). See the JFTR.

1. Maximum Per Diem Rates Outside CONUS. See the JFTR, volume 1, appendix B, part I Part II of appendix B provides a breakdown of the M&IE rates outside CONUS.
2. Maximum Per Diem Rates Inside CONUS. See the JFTR, volume I, appendix D, part I Part II of appendix D provides a breakdown of the M&IE rates inside CONUS.

110102. PERMANENT CHANGE OF STATION (PCS). See the JFTR, volume 1, chapter 5, part H.

1. If Transportation is Personally Procured. Furnished in Kind, or by GTR. See the JFTR, paragraph U5113.
2. If Transportation is by Privately Owned Conveyance. See the JFTR, paragraph U5105.

PART B: ACTUAL EXPENSE ALLOWANCE

110111. COMPUTATION RULES. See the JFTR, paragraph U4225.



## CHAPTER II

## TRAVEL COMPUTATIONS

## SECTION 2: INTERNATIONAL DATE (IDL)

110201. GENERAL. When computing travel per diem allowances when a Marine has crossed the international dateline, use actual elapsed time.

110202. CLAIM NOTATION. The Marine must show the actual calendar dates of departure from the port of debarkation and arrival at the port of embarkation on the travel claim. When computing the claim, adjustments will be required.

110203. WESTERLY DIRECTION. If the Marine crosses the IDL in a westerly direction, advance the calendar date by 1 day. The Marine loses a day when crossing the IDL.

110204. EASTERLY DIRECTION. If the Marine crosses the IDL in an easterly direction, set the calendar date back 1 day. The Marine gains a day when crossing the IDL.

## 110205. EAMPLES

1. Travel in a Westerly Direction. A Marine departs Los Angeles International Airport for Japan at 1710 on 8 August. The Marine travels over midnight on 8 August and arrives in Kadena at 0530 on 10 August. The Marine travels over a 2-day period, yet 9 August is not considered when computing the amount of per diem the Marine is entitled to.

Aug 08	ARR	1400	Los Angeles Int.,CA
Aug 08	DEP	1710	
Aug 10	ARR	0530	Kadena Af, Japan
Aug 10	DEP	0630	
Aug 10	ARR	0730	Camp Butler, Japan

2. Travel in an Easterly Direction. A Marine departs Kadena AR at 1710 on 12 October. The Marine travels over midnight on 12 October, and arrives in Los Angeles International Airport at 0900 on the second 12 October.

Oct 12	DEP	1300	Camp Butler, Japan
Oct 12	ARR	1400	Kadena AB, Japan
Oct 12	DEP	1710	
Oct 12	ARR	0900	Los Angeles Int.,CA
Oct 12	DEP	1300	

110206. DIFFERENCES BASED ON MODE OF TRANSPORTATION USED. Travel entitlements are based on the mode of transportation used.

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1. Travel by GTR. A Marine traveling by government transportation request (GTR) is entitled to a per diem allowance. This is based on the constructive schedule or schedule arranged by the traffic management officer for the authorized points of travel.

2. Travel at Personal Expense. A Marine traveling at personnel expense is entitled to MALT plus per diem for the allowed traveltime and the authorized points of travel.

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CHAPTER 11

TRAVEL COMPUTATIONS

SECTION 3: REIMBURSABLE EXPENSES

110301. REFERENCE. See the JFTR, chapter 4, part F.

11-7



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CHAPTER 11

TRAVEL COMPUTATIONS

SECTION 4: TRANSPORTATION ALLOWANCES

110401. TEMPORARY ADDITIONAL DUTY. See the JFTR, volume 1, chapter 3, part A.

110402. PERMANENT CHANGE OF STATION. See the JFTR, volume 1, chapter 5, part B.

CHAPTER 12

PAYMENT TO OTHER SERVICE MEMBERS

PARAGRAPH PAGE

SECTION 1. GENERAL INFORMATION

GENERAL INFORMATION.....	120101	12-3
TDRL MEMBERS.....	120102	12-3
TRANSPORTATION REQUEST.....	120103	12-3
CLARIFICATION OF INSTRUCTIONS.....	120104	12-3

SECTION 2: COAST GUARD

GENERAL.....	120201	12-5
DEPENDENTS TRAVEL.....	120202	12-5
HOUSEHOLD EFFECTS.....	120203	12-5
PREPARATION OF FORMS .....	120204	12-5

SECTION 3: ARMY

GENERAL.....	120301	12-7
CLARIFICATION OF INSTRUCTIONS.....	120302	12-7
APPROPRIATION.....	120303	12-7
FORMS.....	120304	12-7
RECORD OF TRAVEL PAYMENTS.....	120305	12-8
TRAVEL ADVANCES.....	120306	12-8
SETTLEMENT OF TRAVEL CLAIMS.....	120307	12-9
DOUBTFULCLAIMS.....	120308	12-10
DEPENDENT TRAVEL.....	120309	12-10

	PARAGRAPH	PAGE
DISLOCATION ALLOWANCE.....	120310	12-11
MOBILE HOME ALLOWANCES.....	120311	12-11
>DITY CLAIMS.....	120312	12-11

SECTION 4: AIR FORCE

>PAYMENT OF ADVANCE TRAVEL ALLOWANCE.....	120401	12-13
TRAVEL CLAIMS.....	120402	12-13
DOUBTFUL CLAIMS.....	120403	12-13
>SETTLEMENT OF TRAVEL CLAIM.....	120404	12-14
>RECORD OF TRAVEL PAYMENTS.....	120405	12-15
DEPENDENTS TRAVEL.....	120406	12-15
DISLOCATION ALLOWANCE.....	120407	12-15
MOBILE HOME ALLOWANCES.....	120408	12-16
TEMPORARY LODGING ALLOWANCE.....	120409	12-16

SECTION 5: NAVY

GENERAL.....	120501	12-19
TRAVEL ADVANCES.....	120502	12-19
TRAVEL CLAIMS.....	120503	12-20
SETTLING/RECONCILING TRAVEL CLAIMS.....	120504	12-20
ORDERS CANCELED.....	120505	12-22
CLAIMS FOR DEPENDENT TRAVEL, DISLOCATION, AND MOBILE HOME ALLOWANCE.....	120506	12-22
HOUSEHOLD GOODS.....	120507	12-23

CHAPTER 12

PAYMENT TO OTHER SERVICE MEMBERS

SECTION 1: GENERAL INFORMATION

120101. GENERAL INFORMATION. Marine Corps finance officers may provide travel and transportation allowances to the Army, Navy, Air Force, and Coast Guard members it provides regular pay service to. This includes applicable dependents' travel, dislocation, and mobile home allowances. The finance officer must maintain the PFR of Army and Coast Guard members before providing service to them.

120102. TDRL MEMBERS. Claims of members of other uniformed services who are on the temporary disability retired list will be paid by their respective service center.

120103. TRANSPORTATION REQUEST. See MCO P4600.7.

>120104. CLARIFICATION OF INSTRUCTIONS. Requests for clarification or interpretation of instructions and regulations concerning payment of members of the other uniformed services should be submitted to the DFAS-KC, Directorate for Plans & Policy. Military Pay & Travel Policy Division (MP), Kansas City, MO 64197-0001.



CHAPTER 12

PAYMENT TO OTHER SERVICE PERSONNEL

CHAPTER 2: COAST GUARD

120201. GENERAL. Follow the regulations used to pay travel and transportation allowances to Marine Corps personnel when paying Coast Guard members.

120202. DEPENDENTS TRAVEL. See the JFTR, volume 1, to determine amounts payable for the dependents of Coast Guard members. The member's original orders and a completed DD Form 1351-4 will support the payment.

>120203. HOUSEHOLD EFFECTS. Do not pay vouchers a Coast Guard member presents claiming reimbursement for the shipment of household effects. These vouchers should be submitted by the Coast Guard member to the Commanding Officer, U.S. Coast Guard Finance Center, 1430A Kristina Way, Chesapeake, VA 23346-2635.

120204. PREPARATION OF FORMS. Use the applicable forms listed below to pay advances and claims of Coast Guard personnel. Prepare these forms as outlined in chapters 3 and 8, except as noted:

1. Type or write the words "Payment of Coast Guard Personnel" in the areas indicated.

a. DD Form 1351: Travel Voucher - section I, block 9.

b. DD Form 1351-2: Travel Voucher or Subvoucher - at the top of the form.

c. DD Form 1351-4: Voucher or Claim for Dependent Travel and Dislocation or Trailer Allowance - in the heading PAYMENT FOR, in the space designated OTHER (SPECIFY).

2. Accounting Classification. Make the following entries in the appropriate columns.

Column	Entry
Appropriation Symbol and Subhead	69X0201
Bureau Control No.	Allotment symbol number, as shown on the travel orders
Auth Acctg Activity	Travel Order Number



## CHAPTER 12

## PAYMENT TO OTHER SERVICE PERSONNEL

## SECTION 3: ARMY

120301. GENERAL. Follow regulations prescribed in the JFTR, volume 1, and this section, when paying travel and/or transportation allowances to members of the Army.

>120302. CLARIFICATION OF INSTRUCTIONS. Requests for clarification or interpretation of Army instructions should be submitted to the Defense Finance and Accounting Service - Indianapolis Center, ATTN: DFAS-IN-PPT, Indianapolis, IN 46249-1076.

>120303. APPROPRIATION. Travel orders may cite a movement designator code (MDC) rather than accounting data. When paying an advance under these orders, charge 21\*2010, Military Personnel, Army and a bureau control number determined from the MDC. The fiscal year will be the third digit of the appropriation symbol and the fourth digit of the MDC. If the MDC is only four digits, determine the fifth digit as follows:

Description	Code
Travel of Army member	1
Dependent travel	2
Household goods expenses (other than nontemporary storage)	3
Dislocation allowance	4
Trailer allowance	5
Nontemporary storage	6

If PCS travel orders do not include the MDC, and if you do not have access to Army Management Structure AR 37-10C-XX (where XX denotes fiscal year), address a request to HQDA (DAPE-MBB), Washington, DC 20310 to obtain the proper accounting classification.

120304. FORMS. Use the following applicable forms to prepare and pay advances and claims to Army personnel:

DD Form 1351:	Travel Voucher
DD Form 1351-2:	Travel Voucher or Subvoucher
DD Form 1351-4:	Voucher or Claim for Dependent Travel and Dislocation or Trailer Allowance, as appropriate

The Army does not issue original orders, therefore, a copy of the orders will support payment. The finance officer's endorsement on the orders is not required.

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120305. RECORD OF TRAVEL PAYMENTS. Rather than endorsing the Army member's orders, use the [DD Form 1588](#): Record of Travel Payments to record and check the propriety of payments. If this form is not available, notify the finance office maintaining it of the payment. Any checkages to the member's pay account because of an overpayment will be initiated by that finance officer.

>1. Opening a [DD Form 1588](#). If the Army member's last station used the Integrated Automated Travel System (IATS), and had no outstanding advances, the member may not have a [DD Form 1588](#). It will be necessary to open a [DD Form 1588](#) when making a payment.

>2. Obtaining New Forms. Obtain the required forms from the nearest Army finance and accounting office or from the U.S. Army Publication Center, 2880 Eastern Boulevard, Baltimore, MD 21220.

3. Recording Transactions. Record the following transactions on the [DD Form 1588](#) in abbreviated form:

a. Advance payment of travel allowances. Include any mileage allowance.

b. Payment of accrued allowances for travel of members.

c. Settlement of advance travel payments. (If a travel voucher is submitted after a related advance has been settled, record the deduction as though an advance had not been made. However, on this form, indicate that the item as settled.)

d. Payment of trailer allowance, dependent's travel, and dislocation allowances.

e. Transportation furnished the member and dependents at Government expense.

f. Determinations of dependency for any dependents other than spouse or legitimate child under 21 years of age.

4. Supplemental Payments. Cross-reference the number of any preceding voucher on which payment was made under the same orders.

5. Member Transfers. Forward the [DD Form 1588](#) to the new duty station of the member. The losing finance officer should sign the [DD Form 1588](#) on the first blank line and indicate the grade/name/USMC and DSSN.

120306. TRAVEL ADVANCES

1. Payment of an Advance. Use the [DD Form 1351](#): Travel Voucher to pay travel advances to Army personnel as follows:

a. Heading. Self-explanatory.

b. Section I: PAYMENT FOR. Check block 1 or 2, as applicable. Check block 9 and enter the words 'ARMY MEMBER'.

c. Section 11: INDIVIDUAL PAYMENT. Self-explanatory. The member must sign for cash payments

## d. Section VI: ACCOUNTING CLASSIFICATION(S)

(1) Permanent Change of Station. Enter the accounting classification shown in the member's orders or converted from the MDC. The MDC is contained in the PCS orders for Army personnel.

> (2) Temporary Duty. While the appropriation and fiscal station number remain unchanged, convert the accounting classification shown in the orders to special advance account number 9930 and project account number P0930-41. For example, if the orders show:

76-8541	Operating Agency - Allotment No.
P2202020	Project No.
21	Element of Resource

Convert to when entering on the travel advance voucher:

76-8541	Operating Agency - Allotment No.
P202020	Special Advance Account No.
4110	Element of Resource

(3) Two Fiscal Years Involved. Charge the current fiscal year when the member's orders involve 2 fiscal years.

2. If paying a travel advance for temporary duty, a copy of the payment voucher needs to be forwarded to the travel branch cited in the payment.

120307. SETTLEMENT OF TRAVEL CLAIMS. Army members should prepare a [DD Form 1351-2](#): Travel Voucher or Subvoucher, as explained in chapter 3, section 3, for PCS travel, and chapter 8, section 3 for TAD travel. In addition, information about previous advances made will be included under the heading.

1. Supporting Documents. The original and three copies of the travel orders, the [DD Form 1588](#), and certificates as to the availability of adequate Government quarters, mess, and officers or enlisted open mess.

2. Claim Completion. Complete the [DD Form 1351-2](#) as described in chapter 3, section 4, for PCS travel, or chapter 8, section 4, for TAD travel.

3. Amount Advanced Equals Amount Due. Enter the word "NONE" in the AMOUNT PAID block. Reflect the appropriation accounting data shown in the orders in the accounting classification section of the voucher.

4. Amount Due Member. Enter the net amount due the member in the ACCOUNTING CLASSIFICATION SECTION of the form. Transcribe the accounting data cited in the orders to the voucher. You may pay the member in cash or by check.

5. Member Overpaid. Collect the amount of the overpayment by one of the following methods:

a. Member Makes Cash Payment

(1) Prepare a [NAVCOMPT Form 2277](#): Voucher for Disbursement and/or Collection when the member makes a cash payment in the amount of the overpayment. Show the appropriation to which the travel advance was originally charged, to include TTC '1K'.

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(2) Endorse the settlement voucher. Show the amount recouped, the number of the collection voucher, and the date.

b. Member Does Not Make Cash Payment

(1) Prepare a [DD Form 139](#): Pay Adjustment Authorization to recoup overpaid travel advances. Show the amount due the Government and the appropriation to which the travel advance was originally charged, to include TTC '1K'.

> (2) Forward the original and two copies to the Army finance office maintaining the member's personal financial record. If locator service is required, forward the [DD Form 139](#) with a transmittal letter which states 'Locator Service requested' to the Defense Finance and Accounting Service - Indianapolis Center, ATTN: DFAS-IN-JFB-R, Indianapolis, IN 46248-0865.

(3) File a copy of the PAA in a suspense file. Followup action should be taken until acknowledgment is received.

(4) Endorse the settlement voucher to reflect the [DD Form 139](#) checkage action.

>120308. DOUBTFUL CLAIMS. Forward claims involving doubtful entitlements to the Defense Finance and Accounting Service - Indianapolis Center, ATTN: DFAS-IN-PPT, Indianapolis, IN 46249-1076. Include the following supporting documents:

1. The covering voucher, completed in full except for the certifying official's signature and date.
2. Complete sets of all orders.
3. Other required supporting documents. These should include the finance officer's certification: "I have not and will not make payment in the future unless otherwise authorized by competent authority."
4. An explanation by the forwarding finance officer as to the questionable nature of the claim.

120309. DEPENDENT TRAVEL. Follow the regulations of the JFTR, volume 1, and chapter 4, section 2, of this Manual. However, do not pay claims in the following instances:

- >1. Member Retired, Placed on TDRL, or Discharged With Severance/Readjustment Pay. Forward claims for dependents' travel to: Defense Finance and Accounting Service - Indianapolis Center, ATTN: DFAS-IN-RCC, Indianapolis, IN 46249-1546.
2. Discharged or Released From Active Duty. Forward claims for dependents' travel to the Army finance and accounting office which provided financial services for the Army member's separation point.
3. Dependents Traveling to Designated Place. Follow the procedures outlined in chapter 4, section 2, with the following exception. A copy of the overseas commander's disapproval of concurrent travel to an overseas duty station must support a claim for dependents travel to a designated place. This is only required if the Army member's orders do not state that the dependents are not authorized to travel to the overseas duty station.

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>120310. DISLOCATION ALLOWANCE. Follow the procedures outlined in chapter 4, section 3, to prepare and process claims for dislocation allowance. Orders must cite the specified paragraph of the Army Regulation 614-6, a specific message, or other authorization before a second or subsequent PCS move in the same fiscal year may be paid.

>120311. MOBILE HOME ALLOWANCES. Follow the procedures outlined in chapter 4, section 7, with the following exception: The original or a legible copy of the paid or unpaid itemized bill from the transporter must support a claim for reimbursement. Do not process unless you are prepared to process the W-2, also.

>120312. DITY CLAIMS. Do not process unless you are prepared to process the W-2, also.

12-11  
Ch 1



## CHAPTER 12

## PAYMENT TO OTHER SERVICE PERSONNEL

## &gt;SECTION 4: AIR FORCE

## 120401. PAYMENT OF ADVANCE TRAVEL ALLOWANCES

1. General. When an Air Force member submits a request for advance to a Marine Corps finance officer, the finance officer is to advise the traveler that any debt resulting from the receipt of the advance is subject to automatic deduction from their payroll account. Provide the following statement to each traveler prior to or upon their receipt of an advance: "Pursuant to 5 U.S.C. 5705 (employee) and 37 U.S.C. 1007(c) (members), any indebtedness resulting from the receipt of this advance may be automatically deducted without further notice from your current pay, final pay, or other monies due you unless you make voluntary restitution." This notice may be provided on the advance payment voucher, or by any other means deemed appropriate by the finance office. Acknowledgment (signature) by the traveler is not required. The travel advance payment cannot exceed 45 days of authorized and allowable out-of-pocket expenses as prescribed by the standard DoD advance policy, except when the orders approving official authorized in the orders and advance of expenses for a longer period of time as warranted by the nature of the travel. For Air National Guard (ANG) members or technicians, when time and distance prohibit receiving advances from the Air Force finance office and upon approval of the local ANG Comptroller, imprest fund cashiers (providing these funds are available) may pay travel advances in amounts not exceeding \$500. In addition, active duty military and civilian travelers may be paid travel advances by an imprest fund cashier. This procedure will apply on an "exception" basis in those rare instances where travelers are assigned to off-base locations and do not have a finance office in proximity, and time and distance prohibit receiving an advance from their servicing finance office. The same monetary ceiling cited above for ANG members and technicians apply.

2. Restrictions. The following restrictions apply to travel advances away from the permanent duty station (PDS). The paying finance office will request authorization to make advances from the finance office servicing the member's PBS. Authorization can be obtained by telephone, electronic mail, or message. The paying finance office will forward a copy of the [DD Form 1351](#) to the finance office servicing the PDS. Use the appropriation data in effect at the time of payment. The finance office servicing the PDS will post the payment information to the member's travel record. If approval from the finance office serving the PDS cannot be obtained in time, the TDY finance office is authorized to advance an amount not to exceed 80 percent of 3 days' allowable and authorized out-of-pocket expenses, if they can verify the TDY is valid by contacting a local source (e.g., TDY supervisor, the organization hosting the TDY, etc.). For an en route finance office, do not pay an advance without verification from the finance office servicing the PDS, except, if the traveler needs emergency funds, then the finance officer or deputy can approve up to the lesser of \$100 or 80 percent of 3 days' allowable and authorized out-of-pocket expenses while waiting for verification or consider paying a partial civilian pay payment. Annotate the retained copy of the travel advance payment document with the name, trade, and telephone number of the person (from the finance office servicing the members' PDS) authorizing the advance of funds. Mail a copy of the advance voucher to the finance office servicing the PDS.

120402. TRAVEL CLAIMS. Air Force members will usually prepare claims for travel based upon instructions received from their administrative unit. The finance officer is responsible for ensuring the claims are accurate and reflect proper transactions.

120403. DOUBTFUL CLAIMS. Forward claims involving doubtful entitlements to the Defense Finance and Accounting Service-Denver Center (DFAS-DE/YC), Denver, CO 80279-5000. Include the following supporting documents:

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1. The settlement voucher, completed except for the certifying official's signature and date.
2. Complete sets of all orders.
3. Other required supporting documents. These should include the finance officer's certifications: "I have not and will not make payment in the future unless otherwise authorized by competent authority."
4. An explanation by the forwarding finance officer as to the questionable nature of the claim.

120404. SETTLEMENT OF TRAVEL CLAIM. The finance office that maintains the Air Force member's pay record must be notified of any payments made to the member in order to make adjustments to the member's record.

1. Leave Accounting. Process travel claims involving leave reporting and/or adjustments of subsistence allowance as follows:

a. Annotate a copy of the paid voucher for BAS adjustment and leave reporting. Forward it to the appropriate finance office.

b. Annotate the retain copy of the voucher finance office (ADSN) to which you sent the voucher for BAS adjustments and/or leave reporting and the date on which the voucher was sent.

2. Amount Due Member. Indicate on the final settlement voucher the total amount due the member, less the travel advance and the net amount due. Accounting data will show only the applicable net amount due the member.

3. Member Overpaid

a. Cash Remittance. Air Force members will be encouraged to make a cash payment if overpaid on their travel advance. If they do, take the following actions:

(1) Prepare a [NAVCOMPT Form 2277](#): Voucher for Disbursement and/or Collection or a [DD Form 1131](#): Cash Collection Voucher.

(2) Return a copy of the voucher with the member's orders.

(3) Identify the collection voucher on the [DD Form 1588](#): Record of Travel Payments. Forward a copy of the paid voucher to the finance office (ADSN) maintaining the member's pay record.

b. Pay Adjustment. If the member does not make a cash remittance to cover the cost of the overpayment, prepare a [DD Form 139](#): Pay Adjustment Authorization. Forward the PAA to the ADSN maintaining the Air Force member's pay record. If a settlement voucher is involved, take the following actions:

(1) Show a zero amount due the traveler on the travel voucher. Indicate the amount due the United States.

(2) Record the pay adjustment on the [DD Form 1588](#), as follows:

[DD FORM 139](#)\$\_\_\_\_\_ TO FINANCE OFFICE (ADSN) (DATE SENT)

Forward a copy of the voucher to the finance office (ADSN) maintaining the member's pay record.

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120405. RECORD OF TRAVEL PAYMENTS. Use the [DD Form 1588](#): Record of Travel Payments to record payments of travel allowances made to Air Force members. If an Air Force member reports without one, open a new [DD Form 1588](#), identifying it as temporary. Forward copies of any travel advances or settlement vouchers paid to an Air Force member or employee to the finance office servicing the member's or employee's PDS.

1. Recorded Transactions. Record the following transactions on the [DD Form 1588](#) in abbreviated form:

- a. Advance payment of travel allowances. Include any mileage allowance.
- b. Payment of accrued allowances for travel of members.
- c. Reimbursement of dependent travel.
- d. Payment of dislocation allowance.
- e. Payment of mobile home allowance.
- f. Charges collected on the above transactions.
- g. Travel of members and their dependents performed by the use of transportation requests. Include even if the Air Force member submits a 'no pay' claim.
- h. Forfeitures of a claim to travel allowances by reason of fraud in proof or statement. Identify the fraudulent claim by travel order number.

2. Disposition of [DD Form 1588](#)

- a. Member Under PCS Orders Transfers. Forward a copy of the Air Force member's orders and the [DD Form 1588](#) to the finance office at the member's new duty station.
- b. Form is Completed. Staple the completed form to the back of a new form.
- c. Member is an Absentee. Annotate the [DD Form 1588](#) "ABSENTEE" and forward it to the finance office maintaining the member's pay record.
- d. Member Separated. Annotate the [DD Form 1588](#) "SEPARATED (DATE)" and forward it to the DFAS-DE/JS, Denver, CO 80279-5000.
- e. Member Reenlists. Continue to use the current [DD Form 1588](#) when the reenlistment is immediate.

120406. DEPENDENTS TRAVEL. The policy and procedures included in the JFTR, volume 1, JTR, volume 2 and chapter 4, section 2, of this Manual apply. When the claim is for dependent travel to a designated place, forward a copy of the paid voucher to the member's PDS. When the member is separated or retired, forward a copy of the paid voucher for dependent travel to the finance office servicing the station where the member was separated or retired. Forward claims more than 13 months after member was separated or retired to DFAS-DE/YC, Denver, CO 80279-5000.

120407. DISLOCATION ALLOWANCE. Pay dislocation allowance on a [DD Form 1351](#): Travel Voucher. Annotate the form "DLA" and forward it to the finance office maintaining the member's pay record.

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1. Accounting Data. Enter the appropriate type code following the complete major accounting classification (e.g., DA-J). The type codes are listed below:

Regular Payments	Code	Adjustments	Code
Officer with Dependents	A	Officer with Dependents	C
Officer without dependents	E	Officer without dependents	F
Airman with dependents	J	Airman with dependent(s)	L
Airman without dependents	N	Airman without dependents	P

2. Entry on Travel Voucher. In the REMARKS block, enter "DA", the proper PCS code and the date the member left the last duty station. The PCS codes are listed below:

Code	PCS Description
DA1	Does not require secretarial determination. This would be the member's first permanent change-of-station that fiscal year, other than to or from a service school.
DA2	Based on a secretarial determination.
DA3	Based on a secretarial determination to, from, or between hospitals.
DA(S)	To or from a service school.

120408. MOBILE HOME ALLOWANCES. Process claims for mobile home allowances as explained in chapter 4, section 7. The member must submit a copy of the bill from the commercial transporter when submitting a claim for reimbursement of personally procured transportation.

1. Forms. The member must prepare the claim on the [DD Form 1351-2](#): Travel Voucher or Subvoucher.

2. Dependent Travel Authorization. When a mobile home is transported to or from a designated place under JFTR, paragraph U5505, the claim must be supported with three copies of the orders authorized the dependents' travel to the member's station.

3. Evidence of Movement by Personally Procured Commercial Transportation. If the claim is for movement of a mobile home by personally procured commercial transportation, the original voucher must be supported with the original or legible copy of the commercial transporter's bill. The bill must be completely itemized to preclude the settlement of unauthorized costs. If the voucher includes settlement of an advance of mobile home allowances and the transporter is the same one submitting the estimate on which the advance was based, the finance office attaches to the [DD Form 1351-2](#) the transportation agent's statement furnished with a copy of the [DD Form 1351](#) received from the finance office who paid the advance. The claimant uses either a paid or unpaid bill to support claim for mobile home allowance.

2. Payment Processing. For active duty members, forward claims to the finance office servicing the member's current permanent station. For retired or separated members, forward claims to the last PDS.

120409. TEMPORARY LODGING ALLOWANCE. See the JFTR, paragraph U9200.

1. Claim. The member can use an AF Form 1357: Requests for Temporary Lodging Allowance or the original and two copies of a NAVMC 11107: Miscellaneous Military Pay Order to claim payment of a temporary lodging allowance.

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2. Supporting Documents. When the NAVMC 11107 is used, the member must include the following supporting documents with the claim:

- a. A statement from the member's commanding officer concerning the availability of Government quarters.
- b. A statement from the member as to the dates the temporary lodging was occupied.
- c. Special orders and temporary lodging bills or receipts.
- d. Any subsequent request for payment requires the original voucher number cross-referenced on the request.

3. Payment Voucher. Make payment on a [NAVCOMPT Form 2277](#): Voucher for Disbursement and/or Collection (original and five copies). Complete the payment voucher as explained below:

a. Endorsement. Include the following information when endorsing the payment section of the voucher:

(1) Type of allowance (TLA). Incoming (I), Extension of incoming (X), Departure (D), Extension of departure (E), Renovation Full (R) or Renovation Kitchen (K). If the allowance is paid to a member in a restricted area on behalf of the member's dependents at a designated location, enter the notation 'TLA-DEPN (mbr restr)' in place of TLA.

(2) Number of persons for whom the allowance is paid.

(3) The location determining the rate payable.

(4) The inclusive dates for which payment is made.

(5) The daily rate and the amount due.

For example: TLA (3) Kansas City, MO 8/1-4/89 @ \$45 a day, \$450

b. Accounting Data. Make separate entries for each rate in the ACCOUNTING CLASSIFICATION section. The following data is applicable:

Officer 57(\*) 3500 32(\*) P510 S503725  
Enlisted 57(\*) 3500 32(\*) P530 S503725

(\*) Insert the last digit of the applicable fiscal year.

4. Record of Payment. Forward all vouchers and supporting documents to DFAS-DE/JP, Lowry AFB, Denver, CO 80279-5000 for posting payments to member's master military pay account.



CHAPTER 12

PAYMENT TO OTHER SERVICE PERSONNEL

SECTION 5: NAVY

120501. GENERAL. Follow regulations prescribed in the JFTR, volume 1, and this section to pay travel and/or transportation allowances to members of the Navy. Address inquiries concerning unique pay situations to the Defense Finance and Accounting Service - Cleveland Center, Active Duty Pay Department, Technical Division 641, 1240 East 9th St., Cleveland, OH 44199-2055.

120502. TRAVEL ADVANCES

1. PCS Travel

a. Restrictions. Do not pay advances for PCS travel more than 10 working days before the Navy member detaches, except under unusual circumstances.

b. Required Supporting Documents. Original and two copies of their orders.

c. Computation. Advance the traveler 100 percent of the amount anticipated to be earned for PCS travel. If TDY en route is involved, compute the advance for that portion of the travel as you would for TAD travel.

d. Form completion. Use the DD Form 1351: Travel Voucher to pay an advance for PCS travel to a Navy member. Complete the form as described in chapter 3, section 2, part C.

> e. Endorsement. Endorse the Navy member's original travel orders as follows:

SYM	DOV _____
(Finance Office)	(Date)
PD ADV MALT\$ _____	FM _____ TO _____
PD ADV P/D\$ _____	FM _____ TO _____
PD ADV DEP P/D\$ _____	
PD ADV DLA\$ _____	FY _____
	_____ Signature of DO, Deputy, or Agent Cashier

Travel advances involving two fiscal years or multiple funding require separate endorsements to show separate amounts for each fiscal year/appropriation. In such case, endorse the Navy member's original orders as follows:

MCTIM

SYM	DOV _____
(Finance Office)	(Date)
PD ADV MALT\$ _____	FY _____ FM _____ TO _____
PD ADV P/D (MPN) \$ _____	FY _____
PD ADV P/D (O&MN) \$ _____	FY _____
PD ADV P/D (O&MN) \$ _____	FY _____
PD ADV P/D DEP P/D \$ _____	FY _____
PD ADV DLA\$ _____	FY _____
_____ Signature of DO, Deputy, or Agent Cashier	

> f. Document Distribution. Follow the procedures in paragraph 30233.

2. TAD Travel. Follow the procedures in chapters, section 2, part B. You will be required to perform a rudimentary validation of cost estimates contained on all TAD orders presented for travel advances.

3. When PFR Is Not Available. Do not make travel advances to a Navy member if your office or that individual does not have custody of the PFR, except in an emergency. Emergencies include an unexpected extension of TAD, the unavailability of Government quarters at the TAD point (if the individual is a nonfrequent traveler), or situations which may cause the member financial hardship. If an advance is determined to be payable, take the follow actions:

a. Prepare a [DD Form 139](#): Pay Adjustment Authorization in the original and two copies. Include the date, the amount advanced, the voucher number, and the DSSN.

b. Forward the original and one copy of the PAA to the finance officer who maintains the PFR of the member. Attach a copy of the member's basic order.

c. Place the triplicate copy in your retain files. You should receive an acknowledged copy of the PAA. If you do not, initiate followup action.

120503. TRAVEL CLAIMS. Navy members should prepare a [DD Form 1351-2](#): Travel Voucher or Subvoucher, as explained in chapter 3, section 3, for PCS travel, and chapters, sections for TAD travel.

120504. SETTLING/RECONCILING TRAVEL CLAIMS. The Navy member will submit the travel claim to the finance officer after reporting to the permanent duty station.

1. Supporting Documents. The original and two copies of the travel orders.

2. Claim Completion. Complete the [DD Form 1351-2](#) as described in chapters, section 4, for PCS travel, or chapters, section 4, for TAD travel. If multiple appropriations are involved, enter separate lines of accounting data, followed by 'CR'. Process this document as a voucher, even if the amount due equals the amount advanced.

3. Amount Advanced Equals Amount Due. Endorse the original orders as follows:

TRAVEL RECONCILED	NO SETTLEMENT REQUIRED
DOV/BV _____	SYM _____
_____ Signature of DO, Deputy, or Agent Cashier	

4. Amount Due Member. Endorse the original orders as follows:

(Disbursing Office)	(Date)
PD MIL(MPN)FY _____ \$ _____ PER DIEM MPN FY _____ \$ _____ PER DIEM (O + MN) FY _____ \$ _____ LESS TA\$ _____	
DOV/BV _____ SYM _____	
_____ Signature of DO, Deputy, or Agent Cashier	

>5. Member Overpaid. The Navy member will have 15 working days to remit any monies due after being notified of an overpayment.

a. Member Makes Cash Payment

(1) Prepare a [NAVCOMPT Form 2277](#): Voucher for Disbursement and/or Collection when a Navy member makes a cash payment in the amount of the overpayment. Show the appropriation to which the travel advance was originally charged, to include TTC '1K'.

(2) Endorse the member's orders, as follows:

COLLECTED\$ _____	OVPD TA ON COLL VOU \$ _____
DSSN _____	
_____ Signature of DO, Deputy, or Agent Cashier	

b. Member Does Not Repay Overpayment

(1) Prepare a [DD Form 139](#): Pay Adjustment Authorization to recoup overpaid travel advances. Show the appropriation to which the travel advance was originally charged, to include TTC '1K'.

> (2) Forward the original and one copy to the finance officer who maintains the PFR of the member.

(3) File a copy of the PAA in a suspense file. Followup action should be taken until acknowledgment is received.

(4) Endorse the collection data block of the DD Form 1351-2 as follows:

(Location)	(Date)
DD Form 139 for checkage of \$_____	
OVPMT OF TA PD ON (date) on DOV_____ SYM _____	
_____ Signature of DO, Deputy, or Agent Cashier	

> (5) Endorse the member's orders, as follows:

(Location)	(Date)
CHECKAGE DOCUMENT FOR \$_____ FOR OVERPAID TRAVEL ADVANCE FORWARDED TO (name of finance officer holding the member's PFR	
_____ Signature of DO, Deputy or Agent Cashier	

>120505. ORDERS CANCELED. Collect the entire amount advanced to the member when orders are canceled after advance has been paid. If this is not possible, request the finance officer holding the members PFR to check the member's pay account.

>120506. CLAIMS FOR DEPENDENT TRAVEL, DISLOCATION, AND MOBILE HOME ALLOWANCE. The member should prepare a DD Form 1351-4: Voucher or Claim for Dependent Travel and Dislocation or Trailer Allowance to claim entitlement to dependent travel allowance, dislocation allowance at the with dependent rate, and/or mobile home allowance Claims for dislocation allowance at the without dependent rate should be include on the DD Form 1351-2: Travel Voucher or Subvoucher. These forms should be prepared and processed as explained in chapter 4, sections 2, 3, and 7.

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120507. HOUSEHOLD GOODS. The NAVSUPP P-490: Transportation of Personal Property provides detailed instructions as to the transportation of household goods. See, also, the JFTR, volume 1, chapter 5, part D.

12-23

Ch 1

CHAPTER 13

CIVILIAN EMPLOYEES

PARAGRAPH PAGE

SECTION 1: GENERAL

CIVILIAN TRAVEL.....	130101	13-3
TRAVEL STATUS.....	130102	13-3
PRIVILEGES WHILE TRAVELING.....	130103	13-3

SECTION 2: TRAVEL ADVANCES

PART A: GENERAL INFORMATION

AUTHORITY.....	130201	13-5
REQUIRED SUPPORTING DOCUMENTS.....	130202	13-5
RESTRICTIONS.....	130203	13-5

PART B: PAYMENT OF TRAVEL ADVANCES

COMPUTATION OF TRAVEL ADVANCES.....	130211	13-5
COMPLETION OF THE DD FORM 1351 FOR TRAVEL ADVANCES.....	130212	13-6
PAYMENT PROCEDURES.....	130213	13-7
ADDITIONAL ADVANCE WHILE PERFORMING TAD FOR MORE THAN 30 DAYS.....	130214	13-7

SECTION 3: TRAVEL ALLOWANCES

ACTUAL EXPENSE ALLOWANCES.....	130301	13-9
PREARRANGED ACCOMMODATIONS.....	130302	13-9

QUARTERS AND/OR MEALS INCLUDED IN REGISTRATION  
FEE OF CONFERENCE/TRAINING COURSE.....130303 13-9

GOVERNMENT QUARTERS.....130304 13-9

SECTION 4: SETTLEMENT OF TRAVEL CLAIMS

SUSPENSE FILES.....130401 13-11

LIQUIDATION.....130402 13-11

TRAVEL CANCELED OR POSTPONED.....130403 13-11

RECOVERY OF OVERPAID AMOUNTS.....130404 13-11

FIGURE

13-2-1 TRAVEL ADVANCE FOR CIVILIAN EMPLOYEE.....13-8

13-4-1 FINAL SETTLEMENT OF TRAVEL FOR  
CIVILIAN EMPLOYEE.....13-12

CHAPTER 13

CIVILIAN EMPLOYEES

SECTION 1: CONDITIONS OF TRAVEL

130101. CIVILIAN TRAVEL. A civilian employee's pay and leave status during official travel are subject to Department of the Navy regulations. The JTR, volume 2, chapter 4, part j, discusses when a civilian should perform official travel.

130102. TRAVEL STATUS. Civilian employees are in a travel status when traveling to conduct public business and during periods of necessary TAD. During this period, these employees are entitled to travel and transportation allowances.

1. Commencement/Termination of Travel Status. Travel status begins when employees leave their home, office, or other point of departure. It ends when the employee returns home or other point of arrival at the end of the trip.

2. Effective Date of orders is the date the employee would need to begin travel to comply with the travel orders.

130103. PRIVILEGES WHILE TRAVELING. Civilian employees traveling under official travel orders may use Government quarters, dining facilities, and recreational facilities under the jurisdiction of the Department of Defense, when available. Applicable regulations must be followed. When a civilian travels in an overseas area on official business, that employee should be issued a DD Form 1173:

Uniformed Services Identification and Privilege Card. See MCO P5512. 11.



CHAPTER 13

CIVILIAN EMPLOYEES

SECTION 2: TRAVEL ADVANCES

PART A: GENERAL INFORMATION

130201. AUTHORITY. The authority for paying travel advances to civilian employees of the Marine Corps is contained in 5 U.S.C. 5705. Regulations are contained in the JTR, volume 2.

130202. REQUIRED SUPPORTING DOCUMENTS. Original and three copies of the Marine's orders.

130203. RESTRICTIONS. An advance must be authorized in the orders for a civilian employee to receive one. The following additional restrictions apply:

1. Do not pay an advance for TAD travel more than 3 working days before travel begins, except under unusual circumstances. Advances for PCS travel should not be made more than 10 working days before travel begins.
2. Do not pay an advance if the employee has not submitted a claim to settle an advance paid on a previous set of travel orders, and if action to liquidate outstanding overpayments has not been taken.
3. Make only one advance on the same travel orders, except when the employee is on temporary duty for more than 30 days.
4. Activities should make sure their bargaining obligations have been met for employees who are within recognized bargaining units for which a labor organization holds exclusive recognition.

PART B: PAYMENT OF TRAVEL ADVANCES

130211. COMPUTATION OF TRAVEL ADVANCES

1. TAD. Compute advances to civilian employees following the guidelines in chapter 8, section 2, part B, for TAD travel. An advance of per diem allowances can be made for 30 days. If the temporary duty exceeds 30 days and disbursing facilities will not be available to the employee, the advance may be increased. In no event should the amount paid exceed the projected amount due for the temporary duty period.
2. Advances for PCS travel must not exceed the total amount authorized in the employees orders.

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130212. COMPLETION OF THE DD FORM 1351 FOR TRAVEL ADVANCES. Complete a DD Form 1351: Travel Voucher to pay an advance for TAD travel as follows (see figure 13-2-1):

1. Heading. (This refers to the BUREAU VOUCHER NUMBER, D.O. VOUCHER NO., and PAID BY blocks.) Self-explanatory.
2. Section 1: PAYMENT FOR. Check the box to the right of 1 - ADVANCE OF TRAVEL ALLOWANCES (TDY/TAD) or 2 - ADVANCE OF TRAVEL ALLOWANCES (PCS), as applicable.
3. Section II: INDIVIDUAL PAYMENT
  - a. Blocks 1 through 3. Self-explanatory.
  - b. Block 4. Enter the organization the employee is assigned to.
  - c. Block 5. Enter the travel order authorization number. If travel will be performed outside CONUS and may effect the balance of payments on an international level, code the country in which the employee will spend the most time.
  - d. Blocks. Complete if POC has been authorized to conduct travel. Enter the points between which MALT is being advanced an/or the number of days and rate at which per diem allowances is being paid.
  - e. Blocks 7 and 8. If paying the advance by check, enter the check number and date.
  - f. Blocks 9 and 10. Enter the amount and date paid.
  - g. Block 11. If paying the advance in cash, have the employee sign this block.
4. Section III: PAYMENTS CONSOLIDATE and Section IV: APPROVED FOR PAYMENT. Not used.
5. Section V: REMARKS. Enter the serial number and value of GTR's granted. Include a brief explanation concerning the amount requested.
6. Section VI: ACCOUNTING CLASSIFICATION. Include the complete appropriation data cited in the orders. Substitute TTC (type transaction code) 1K under the column headed 'Type' instead of the TTC shown in the orders. Anytime authorization accounting activity (AAA) 000027 is used, cite the employee's SSN preceded by three zeros for the cost code.
7. COMPUTED BY and AUDITED BY Blocks. Self-explanatory.
8. POSTED TO TVL RECORD BY and DATE ENTERED Blocks. Used locally for verification and internal controls.
9. AMOUNT PAID Block. Enter the total amount of the advance. This should equal the total of all lines of accounting data.

130213. PAYMENT PROCEDURES

1. Have the employee sign for cash payments.
2. Endorsement of Orders. Endorse the employee's original orders when paying a travel advance. Be sure to show the date and amount paid, the number or the voucher on which the advance was paid, and your DSSN. If more than one fiscal year appropriation is involved, indicate the dollar amount of per diem advanced for each fiscal year.
- >3. Suspense File. Keep a record of the advance payments made by maintaining a separate suspense file to enable followup action in the settlement of travel advances paid to civilian employees. Commanding officers will request that the finance officer take collection action. If the Marine Corps Travel Advance and Settlement System (MCTASS) is used in your travel section, this information will be available electronically. Consequently, a hard copy suspense file is not required. Regardless of the type of suspense file maintained, commanding officers must request/require the finance officer to take collection action.

130214. ADDITIONAL ADVANCE WHILE PERFORMING TAD FOR MORE THAN 30 DAYS. A civilian performing temporary additional duty for 30 days or more may request an additional advance from the finance officer servicing the TAD site

1. The traveler must provide the finance officer with original orders and receipts for expenses already incurred.
2. The finance officer will use previously advanced amounts as a guideline for additional advances. Factors such as remaining length and location of additional TAD must be considered. The disbursing officer must advance frequent travelers amounts for expenses already incurred in additional M&IE and miscellaneous expense allowance. This will enable the frequent traveler to reimburse the charge card contractor when the bill is received.

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<b>TRAVEL VOUCHER (7240)</b>			BUREAU VOUCHER NUMBER		D.O. VOUCHER NO. 99998				
<b>PAYMENT FOR</b>					<b>PAID BY</b> MCSA KCS, MO JUN 20, 1991 SYMBOL 9999 AAN 87443				
ADVANCE OF TRAVEL ALLOWANCES (TDY/TAD)		<input checked="" type="checkbox"/>	6 TRANSPORTATION OF DEPENDENTS						
ADVANCE OF TRAVEL ALLOWANCES (PCS)			7 DISLOCATION ALLOWANCE						
ACCRUED PER DIEM FOR TDY/TAD			8 TRAILER ALLOWANCE						
ENTITLEMENT OF TDY/TAD TRAVEL			9						
ENTITLEMENT OF PCS TRAVEL			10						
<b>INDIVIDUAL PAYMENT</b>									
EMPLOYEE (Last Name, First, Middle Initial) <b>EMPLE, CIVILIAN A.</b>			2 RANK OR GRADE <b>GS-13</b>		3 MESSAGE <b>800.00.00.00</b>				
ORGANIZATION AND STATION <b>PC KCMO 8417</b>									
TRAVEL ORDER <b>N014 DTD 910802</b>									
ADVANCE OF TRAVEL ALLOWANCES ELECTED BY ABOVE NAMED MEMBER AS FOLLOWS:									
4 CHECK NUMBER	5 CHECK DATE	6 AMOUNT PAID <b>\$170.00</b>	7 DATE PAID <b>910820</b>	8 RECEIVED BY CASH (S) (PROPERTY CLERK)					
<b>PAYMENTS CONSOLIDATED</b>									
9 OTHER VOUCHER NO.		10 THROUGH	11 ATTACHED	12 PER TRAVEL ALLOWANCE PAYMENT LISTS ATTACHED					
<b>APPROVED FOR PAYMENT (When required by individual service regulations)</b>									
13 EMPLOYEE NAME AND TITLE <b>EMPLE, CIVILIAN A.</b>			14 SIGNATURE						
<b>REMARKS</b>									
<b>ACCOUNTING CLASSIFICATION(S)</b>									
15 APPROPRIATION SYMBOL AND SUBHEAD	16 OBJECT CLASS	17 BUREAU CONTROL NO.	18 AUTH. ACCT'G ACTIVITY	19 TYPE	20 PROPERTY ACCT'G ACT'Y	21 COST CODE	22 AMOUNT		
17-1105-3790	000	87443-0	007443	TK	000000	01100110000	\$170.00		
23 PREPARED BY <b>EL</b>		24 AUDITED BY		25 POSTED TO THE ACCOUNT BY		26 BAL. ENTERED	27 AMOUNT PAID <b>\$170.00</b>		

Show Appropriate Fiscal Year

Figure 13-2-1 Travel Advance for Civilian Employee.

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CHAPTER 13

CIVILIAN EMPLOYEES

SECTIONS: TRAVEL ALLOWANCES

130301. ACTUAL EXPENSE ALLOWANCES. Actual expense allowances are based on the nature of the duty assignment, not on the cost of accommodations or meals. This allowance may be authorized when the maximum per diem allowance is much less than the amount required to meet the actual and necessary expenses of the trip. However, requests based on the cost alone will not be granted for an amount exceeding the statutory maximum. See the JTR, paragraph C4600.

1. Pre-arranged Lodging. A civilian traveler requesting actual expense allowances must show that an alternative to seek less expensive lodging was not offered, if the civilian's lodging had been prearranged. Otherwise, the request will fail to meet the requirements of the JTR, paragraph C4600

2. Actual Expense Allowance Requests. The individual performing the travel will not determine whether an actual expense allowance is warranted. This is the traffic management officer's responsibility, per the JTR, paragraph C4603. If justifiable, the order-issuing or authorizing official should submit a letter request to the Chairman, Per Diem, Travel, and Transportation Allowance Committee via the Commandant of the Marine Corps (MPC-30).

130302. PREARRANGED ACCOMMODATIONS. The cost of prearranged lodging and the amount paid to the employee for meals and incidentals must not exceed the applicable per diem or actual expense allowance.

130303. QUARTERS AND/OR MEALS INCLUDED IN REGISTRATION FEE OF CONFERENCE/TRAINING COURSE. The portion of a registration fee that can be attributed to quarters and meals must not exceed the applicable per diem or actual expense allowance. If only the cost of quarters is included in the fee, the portion attributable to quarters plus the amount paid to the civilian for meals and incidentals must not exceed the applicable allowance.

130304. GOVERNMENT QUARTERS. See JTR, volume 2, paragraph C1055.

1. The following is considered acceptable documentation to support payment of the lodgings portion of per diem:

a. A [DD Form 1351-5](#): Nonavailability of Government Quarters and Mess.

b. A statement issued by the order-issuing authority that use of Government quarters would adversely affect the performance of the mission. This does not apply while attending training courses at an installation of the uniformed services.

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- c. A statement furnished by the commanding officer or designated representative at the duty site that use of Government quarters was not practical during the temporary duty period.
2. The lodgings portion of per diem may be paid if the employee entered into a commitment for quarters which cannot be canceled without financial penalty. This only applies prior to 1 October 1977.
3. Nonavailability can also be determined by referring to publications issued by the agency or uniformed service where TAD is being performed.
4. The civilian who does not use Government quarters may provide a statement to support payment of per diem under the following circumstances:
  - a. For all periods of travel en route.
  - b. For any period of temporary duty or delay less than 24 hours.
  - c. For temporary duty or delay not included in subparagraph 1c, above, when quarters were not available.
  - d. When payment of allowances also is supported by a statement contemplated by subparagraphs 1, 2, and 3, above.
  - e. When the nonavailability of adequate Government quarters can be ascertained by referring to a publication issued by the service concerned.
  - f. When an employee of grade GS-16 or above states that the use of Government quarters was not in the best interests of the Government. This includes individuals described in 5 U.S.C. 5703.

CHAPTER 13

CIVILIAN EMPLOYEES

SECTION 4: SETTLEMENT OF TRAVEL CLAIMS

130401. SUSPENSE FILES. The commanding officer will maintain a separate suspense file to enable followup action in the settlement of all travel advances paid to civilian employees. At least once each month, the file must be reviewed and notification of collection action taken on all outstanding travel advances.

130402. LIQUIDATION. An employee who received an advance must submit a travel claim not more than 3 working days after completing travel, unless extenuating circumstances exist. Figure 13-4- 1 provides an example of such a claim.

130403. TRAVEL CANCELED OR POSTPONED. A civilian employee must immediately pay the full amount of an advance when travel is canceled or postponed. If the employee fails to remit the advance, the disbursing officer who had paid it must take action to collect it.

130404. RECOVERY OF OVERPAID AMOUNTS. If an employee had been overadvanced, the amount of the overpayment must be collected. This may initially be done by deductions from reimbursement vouchers or voluntary refunds. The employee must then be notified in writing of the outstanding advance. Travel advances not settled within a reasonable time may then be collected from the civilian. Collections are normally taken against salary due.

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S/N 0102-LF-013-2803

TRAVEL VOUCHER OR SUBVOUCHER		(Complete by typewriter, ink, or ball point pen (PRESS HARD) do not use pencil)				10. FOR DO USE ONLY	
<b>READ PRIVACY ACT STATEMENT ON REVERSE PRIOR TO COMPLETING THIS FORM.</b>						DO VOUCHER NO 09999	
1. NAME FIRST NAME MIDDLE INITIAL (Print type) MPLB, Cyrilian A.		GRADE/RANK GS-13	SSN 020 99 09 00			SUBVOUCHER NO	
2. MAILING ADDRESS (Include ZIP Code) 6, Box 47, Nonesuch MO 64090		DUTY PHONE NO. 2-2929			PAID BY  <b>MARINCEN KSC, MO Jul 2, 1984</b>  <b>SYM 9999</b>  <b>AAN 87443</b>		
3. ORGANIZATION AND STATION AF, Kansas City MO		4. TRAVEL ORDERS (Paragraph, S.O. No., Issuing Hq., Date) (Include amending orders) FC TADO TON# 019-84 dtd 4 Jun 84					
5. TRAVEL PAYMENTS OR ADVANCES UNDER THESE ORDERS (Amount, DO Voucher No., Date Received, or Paid, or DO Station No. if none, so state)		6. ITINERARY (See item 25 for Symbols)					
7. LOCAL TIME (24 Hour Clock)		8. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	9. COST OF LODGING	10. NUMBER OF MEALS GOV'T DED.* OPEN MESS			
8	DEP 1010	MOFC, KCMO	GA				
8	ARR 1055	KCI Airport	CM				
8	DEP 1220	KCMO	TP				
8	ARR 1500		TD				
8	DEP 1845	Indianapolis IN	TP			COMPLETIONS 44 X \$ 0205 9.02	
8	ARR 1919	KCI Airport	CM				
8	DEP 1940	KCMO	PA			6/23 16.03	
8	ARR 2055		MC			44	
	DEP	Home/Belton MO				6/24 47.00	
	ARR						
	DEP					6/25 18.03	
	ARR						
	DEP						
	ARR						
REIMBURSABLE EXPENSES/CHARGE FOR DEDUCTIBLE MEALS * (See item 24)							
DATE	NATURE AND EXPLANATION		AMT CLAIMED	ALLOWED			
13-20	Car Rental		50.99	50.99			
15 Jun	Parking Fee		1.00	1.00			
12. LONG DISTANCE TELEPHONE CALLS ARE CERTIFIED AS NECESSARY IN THE INTEREST OF THE GOVERNMENT						APPROVING OFFICER (31 USC 630a)	
13. TRAVEL STATEMENTS (If none, so state)						SUMMARY OF PAYMENT	
NUMBER	FROM		TO				
1319,589	KCI, KCMO		Indianapolis IN & return		Per Diem		
						Actual Expense 111.88	
						Mileage or Transp Allowances 9.02	
						Reimbursable Expenses 51.98	
						Total Entitlement 172.87	
						Less Previous Payments 170.00	
						Less Voucher Deductions	
						Amt Charged to Acctg Class	
						11. PAYMENT DESIRED <input type="checkbox"/> CHECK <input checked="" type="checkbox"/> CASH	
						12. PER DIEM REQUESTED	
14. LEAVE STATEMENT: 0 days _____ hours taken between _____ and _____						13. BASIS RATE	
15. POC TRAVEL <input checked="" type="checkbox"/> OWN OPERATION (See item 22d) <input type="checkbox"/> PASSENGER							
16. PENALTY: The penalty for willfully making a false claim is A MAXIMUM FINE OF \$10,000 OR MAXIMUM IMPRISONMENT OF 5 YEARS, OR BOTH (U.S. Code Title 18, Section 287)							
17. I hereby claim any amount due me. The statements on face, reverse, and attached are true and complete. Payment or credit has not been received						14. SIGNATURE OF CLAIMANT	
18. DATE							
19. ACCOUNTING CLASSIFICATION 7-1108-2790 000 874430 2D 00CCCC 01202461000E 8172.87 7-1108-2790 000 874430 1X 00CCCC 01100141000E 170.00CR							
20. COLLECTION DATA <b>Show appropriate FY</b>							
21. Filed and approved for cash payment: D. O. Marine LtLL USMC							
22. COMPLETED BY	23. AUDITED BY	24. RECEIVED (Payee signature and date or check no.)	25. AMOUNT PAID				
			→ \$2.87				

Figure 13-4-1--Final Settlement of Travel for Civilian Employee.

MCTIM

CHAPTER 14

REFUNDING/COLLECTING AMOUNTS DUE

	PARAGRAPH	PAGE
AMOUNTS DUE A MARINE.....	140101	14-3
OVERPAYMENTS OF \$50 OR LESS.....	140102	14-3
OVERPAYMENTS OF MORE THAN \$50.....	140103	14-3
CASH PAYMENT MADE AFTER MMPA CHECKED.....	140104	14-5



CHAPTER 14

REFUNDING/COLLECTING AMOUNTS DUE

>140101. AMOUNTS DUE A MARINE. Refund amounts due a Marine by making an immediate cash/check settlement. If that is not possible (for instance when the finance office serving the Marine's pay is not located at the same station as the Marine), report amounts due using the following disbursing diary statement:

```

(TTC 588)  CRED|TRVL - _____ 0000 $ _____
SCN _____
AAA _____
Type _____
TON _____
Cost Code _____
Amount _____
Effective date of credit _____

```

When a disbursing diary statement is reported to credit funds to the Marine's pay account, a [NAVCOMPT Form 2277](#) must be prepared to transfer the funds from the travel appropriation to the military pay appropriation.

>140102. OVERPAYMENTS OF \$50 OR LESS. See paragraph 140103 for procedures on collecting amounts owed on overpaid advances.

>140103. OVERPAYMENTS OF TRAVEL ADVANCES. Finance officers are granted flexibility in their efforts to collect overpayments of travel advances. The following describes the various means to collect these amounts owed to the Government:

1. Pay Account Checkage. Report amounts owed the Government by reporting the following statement on the disbursing diary:

```

(TTC 542)          CHEK|ADV TA-$_____._____|_____
                  |
Amount (not to exceed $9999.99)_____ |
six-digit effective date of checkage_____ |

```

Systems acceptance of TTC 542 will activate Phase I of the delayed checkage process. This process is described in MCO P7220.31. JUMPS/MMS will determine the Marine's disposable pay (basic pay plus any special incentive pays, less FICA, FITW (20 percent), SITW (4 percent), and SGLI). The following messages appear in section F of the LES to alert the Marine and the commanding and finance officers of the amount and status of the checkage:





MCTIM

APPENDIX A

ACRONYMS

A

ACCT'G	Accounting
AD	Authorized Delay
ADV	Advance
AFB	Air Force Base
AOL	Absent Over Leave
APOD	Aerial Port of Debarkation
APOE	Aerial Port of Embarkation
ARR	Arrive
AT	Awaiting Transportation
AWOL	Absent Without Leave

B

BAQ	Basic Allowance for Quarters
BAS	Basic Allowance for Subsistence

C

CA	Commercial Auto
CB	Commercial Bus
CMC	Commandant of the Marine Corps
COLA	Cost of Living Allowance
COMRATS	Commuted Rations
CONUS	Continental United States
COV	Collection Voucher
CP	Commercial Plane
CR	Commercial Railroad
CTO	Commercial Travel Office
CV	Commercial Vessel

D

DEP	Depart
DITY	Do-It-Yourself
DLA	Dislocation Allowance
DO	Disbursing Officer
DOD	Department of Defense
DODPM	Department of Defense Military Pay and Allowances Entitlement Manual
DOPMA	Defense Officer Procurement Management Act
DOV	Disbursing Officer Voucher
DPI	Data Processing Installation
DSSN	Disbursing Station Symbol Number
DTD	Dated
DTL	Document Transmittal Letter

MCTIM

E

FAN	Functional Account Number
FITW	Federal Income Tax Withholding
FMCR	Fleet Marine Corps Reserve
FMS	Foreign Military Sales
FMT	Foreign Military Trainee
FO	Further Orders
F POV	Foreign Made Privately Owned Vehicle
FRAUD ENL	Fraudulent Enlistment
FSA	Family Separation Allowance

G

GA	Government Auto
GAO	General Accounting Office
GB	Government Bus
GBL	Government Bill of Lading
GL	Graduation Leave
GP	Government Plane
GTR	Government Transportation Request
GV	Government Vessel

H

HHG	Household Goods
HOR	Home of Record
HOUS ALW	Housing Allowance
HQ	Headquarters
HQMC	Headquarters Marine Corps

I

IADT	Initial Active Duty for Training
IDL	International Date Line
IHA	Interim Housing Allowance
IHCA	In Hands of Civil Authorities
IHFA	In hands of Foreign Authorities
IMET	International Military Education and Training
ITA	Initial Travel Advance
IUDR	Individual Unit Deployment Record

J

JFPM	JUMPS Field Procedures Manual
JFTR	Joint Federal Travel Regulations
JTR	Joint Travel Regulations
JUMPS	Joint Uniform Military Pay System

MCTIM

K

L

LES	Leave and Earnings Statement
LSL	Lump Sum Leave
LV	Leave
LV RATS	Leave Rations

M

MAC	Military Airlift Command
MALT	Monetary Allowance in Lieu of Transportation
MB	Marine Barracks
MC	Mission Complete
MCAS	Marine Corps Air Station
MCB	Marine Corps Base
MCCDPA	Marine Corps Central Design and Programming Activity
MCDOSET	Marine Corps Disbursing On-Site Examination Team
MCFC	Marine Corps Finance Center
MCLB	Marine Corps Logistics Base
MCMCC	Marine Corps Movement Coordination Center
MCO	Marine Corps Order
MCRD	Marine Corps Recruit Depot
MCSSS	Marine Corps Service Support School
MDC	Movement Designation Code
MEPS	Military Entrance Processing Station
MERAIR	Commercial Air
MIA	Missing In Action
MIS	Missing
MMPA	Master Military Pay Account
MMS	Manpower Management System
MOS	Military Occupational Specialty
MPL	Military Payroll Money List
MPMC	Military Personnel Marine Corps
MPV	Military Pay Voucher
MSC	Military Sealift Command
MT	Meal Tickets
MTA	MAC Transportation Authorization

N

NAS	Naval Air Station
NAVCOMPT	Navy Comptroller

O

O&M	Operations and Maintenance Appropriations
O&MMC	Operations and Maintenance, Marine Corps
OTD	Official Table of Distances

MCTIM

P

PA	Private Automobile
PAA	Pay Adjustment Authorization
P&A	Pay and Allowances
PB	Private Bus
PCS	Permanent Change of Station
PD	Paid
PDS	Permanent Duty Station
PEBD	Pay Entry Base Date
PFR	Personal Financial Record
PLC	Platoon Leaders Class
PM	Private Motorcycle
PMA	Personal Money Allowance
PO	Previous Order
POC	Privately Owned Conveyance
POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
PP	Private Plane
PROTD RATS	Prorated Rations
PV	Private Vessel

Q

R

RPMC	Reserve Personnel Marine Corps
RUC	Reporting Unit Code

S

SATO	Scheduled Airline Traffic Office
SDA	Source Data Automation
SDPI	Satellite Data Processing Installation
SK	Sick
SMCR	Selected Marine Corps Reserve
SOFA	Senior Officer Present Afloat
SOPD	Schedule of Payroll Deletion
SPLPMT	Special Payment
SSN	Social Security Number
SUPPLTL RATS	Supplemental Rations

MCTTM

T

TA	Travel Advance
TAD	Temporary Additional Duty
TAN	Travel Advisory Notice
TANGO	Travel Order Authorization Number (same as TON--travel order number)
TD	Temporary Duty
TDRL	Temporary Disability Retired List
TDY	Temporary Duty
TEMAD	Temporary Additional Duty
TEMDU	Temporary Duty
TEMINS	Temporary Duty Under Instruction
TLA	Temporary Lodging Allowance
TMO	Traffic Management Officer
TRNG	Training
TTC	Type Transaction Code

U

UA	Unauthorized Absence
UD	Unit Diary
UDP	Unit Deployment Program
U&E	Update/Extract
USC	United States Code
US POV	United States Privately Owned Vehicle
UTR	Unit Transaction Register

V

W

WESTPAC	Western Pacific
---------	-----------------

x

Y

z

## APPENDIX B

## REGULATORY CITATIONS

The current editions of the following regulatory publications are cited in this Manual. They establish entitlements, regulatory and administrative requirements, and provide information and background relative to per diem, travel, and transportation allowances.

Department of Defense Military Pay and Allowances Entitlements Manual (DODPM)  
Joint Federal Travel Regulations, Volume 1 (Military) (JFTR)  
Joint Travel Regulations, Volume 2 (Civilian) (JTR)  
Navy Comptroller Manual, Volumes 2, 3, and 4  
Manual of the Judge Advocate General (NAVY), JAGINST 5800.7 (JAGMAN)  
Marine Corps Manual (MCM)  
MCO P1000.6, Assignment, Classification and Travel Systems Manual (ACTS Manual)  
MCO P1001R.1, Marine Corps Reserve Administrative Management Manual (MCRAMM)1  
MCO P1050.3, Regulations for Leave, Liberty and Administrative Absence  
MCO P1080.20, JUMPS/MMS Codes Manual  
MCO P1080.35, Personnel Reporting Instructions Manual (PRIM)  
MCO P1100.71, Military Personnel Procurement Manual, Volume 1 Admin.  
MCO P1710.16, Marine Corps Aero Club Program Manual  
MCO P1751.3, Basic Allowance for Quarters (BAQ) for Marines with Dependent  
MCO P1900.16, Marine Corps Separation and Retirement Manual (MARCORSEPMAN)  
MCO P3040.4, Marine Corps Casualty Procedures Manual  
MCO P4050.38, Personal Effects and Baggage Manual  
MCO 4050.41, Do-It-Yourself Method of Moving Personal Property  
MCO P4600.7, Marine Corps Transportation Manual  
MCO P4600.14, Defense Traffic Management Regulations  
MCO 5050.12, Official Travel  
MCO P5211.2, The Privacy Act of 1974  
MCO P5512.11, ID Cards for Members of the Uniformed Service, Their Dependents, and Other Individuals  
MCO P7000.14, Marine Corps Costs Factors Manual  
MCO P7220.31, Joint Uniform Military Pay Systems Field Procedures Manual (JFPM)  
MCO 7220.39, Standard/Flat Rate Per Diem Allowance  
MCO 7220.4, Joint Reception Centers (JRC's) Pay and Personnel Administration  
MCO P7301.104, Accounting Under the Appropriation Military Personnel, Marine Corps and Reserve Personnel, Marine Corps  
MCO 10110.33, Basic Allowance for Subsistence  
SECNAVINST 4651.8, Attend At and Participation in Meetings By Military Personnel  
SECNAVINST 5216.5, Department of Navy Correspondence Manual  
BUMEDINST 5360.1, Decedent Affairs Manual  
NAVMILPERSCOMINST 4650.2, Navy Passenger Transportation Manual  
NAVSUP P-490, Transportation of Personal Property  
NAVSO P-2471, Official Table of Distances Continental United States, Alaska, Hawaii, Canada, Canal Zone, Central America, Mexico, and Puerto Rico  
NAVSO P-2472, Official Table of Distances Foreign Travel  
OPNAVINST 4630.25, Air Transportation Eligibility  
OPNAVINST 4950.1, Department of the Navy Security Assistance Training  
ARMY REGULATION 37-35, Management Accounting for Permanent Change of Station Moves to Military Personnel, Army Appropriation  
ARMY REGULATION 614-6, Permanent Change of Station Policy

## A

Actual expense allowance.....	chapter 11, section 1, part B
Actual expense basis, requirements when Marine on.....	20114
Acronyms.....	appendix A
Administration of travel.....	10103
Advance/rear parties or concurrent TAD.....	80517
Advance decisions.....	20506
Air Force personnel, payment to.....	chapter 12, section 4
Allowable traveltime.....	100214
Amount due the Marine.....	80432
Appealing DFAS-KC decisions.....	20505
Appellate leave.....	70202
Applicants.....	70101
Appropriation data.....	chapter 2, section 2
Approval of attendance.....	chapter 8, section 6, part A
Failure to obtain.....	80602
Obtained prior to attendance.....	80601
Army personnel, payment to.....	chapter 12, section 3
Assistance in administering travel policies.....	10104
Attendance at meetings and conferences.....	chapter 8, section 6
Audit of travel claims.....	10105
>Authority for dependent travel/shipment of household effects prior to Marine's date of separation.....	50214
>Authorization for Advance Travel and/or Dislocation Allowances.....	figure 4-2-1
Authorized forms of orders.....	20102
Authorized traveltime.....	100211

## B

Blanket travel orders.....	80322
Burial services of deceased Marines, travel to attend.....	40261

## C

Canceled orders.....	20402
Cash collection of a fraudulent paid claim.....	figure 2-6-1
Certificate in lieu of orders.....	figure 4-2-2
Certificate of entitlement.....	50213
Certificates and statements.....	20113
Civilian employees.....	chapter 13
Travel advances.....	chapter 13, section 2
Computation of.....	130211
Payment of.....	chapter 13, section 2, part B
Restrictions.....	130203
Travel claims	
Liquidation.....	130402
Settlement of.....	chapter 13, section 4, figure 13-4-1
Claim for evacuation allowances.....	chapter 9, section 2, figure 9-2-1

MCTIM

Claim processing.....chapter 8, section 4, part E  
Claims package.....50235  
Claims prepared by the administrative commands.....30304  
Collection of overpaid travel advances.....chapter 14  
Coast guard personnel, payment to.....chapter 12, section 2  
Commanding officer's responsibilities.....30102  
Commanding corner's responsibilities  
    before TAD travel commence.....chapter 8, section 1, part B  
Commanding officer's responsibilities, settlement of  
    TAD travel claims.....chapter 8, section 4, part B  
Commercial air.....100234  
Commercial surface transportation.....100234  
Competent orders.....20101  
Computation for frequent travelers.....80213  
Computation for nonfrequent travelers.....80212  
Computation of PCS travel advances.....chapter 3, section 2, part B  
Computation of travel entitlements.....chapter 3, section 4, part C  
Computing traveltime.....chapter 10, section 2, part D  
Constructive traveltime.....100213  
Convalescent leave.....70202, 70303  
Correction/deletion of disbursing  
    diary entries..... chapter 10, section 3, part C  
Couriers of classified documents or property.....70103  
Countersignatures.....20106

D

Date of detachment.....100111  
DD Form 1351, completion of the.....chapter 3, section 2, part C  
    For TAD advances.....chapter 8, section 2, part C  
DD Form 1351-2.....30311  
DD Form 1351-2C.....30312  
DD Form 1351-4, completion of.....40222  
Dead, injured, ill, absent for a period of more  
    than 29 days in a missing status, or upon death.....40263  
Death while en route on PCS orders.....figure 10-3-9  
Deceased Marines, deceased dependents and their escorts.....70601  
Departure from permanent duty station.....100412  
Departure from temporary duty station.....100413  
Dependent travel record.....40332,90314  
Dependents diverted due to evacuation.....90313  
Dependents diverted while en route to Marine's duty station.....90203  
Dependents' travel.....chapter 4, section 2  
    Advances.....chapter 4, section 2, part B  
        Application.....40212  
        Assigned to a restricted area, Marine.....40234  
        Document distribution.....40215  
        From overseas duty station--unusual or emergency circumstances...40233  
        Orders endorsement.....40214  
        Preparation of the payment voucher.....40213  
> Request for.....40203  
    Supporting documents required when  
        claiming..... chapter 2, section 4, part C  
Dependents' travel and transportation  
    allowances.....chapter 4, section 2, part C  
Denied boarding compensation.....10411

MCTIM

Deployed per diem rates.....80512  
Discharged under other than honorable conditions.....70403  
Disclosure of information.....chapter 1, section 3  
Dislocation allowance.....chapter 4, section 3  
    Advance payment of.....chapter 4, section 3, part B  
    Application for..... .40311, figure 4-3-1  
    Document distribution.....40314  
    Orders endorsement.....40313  
    Payment voucher preparation.....40312  
    Request for.....40304  
    > Claims for.....chapter 4, section 3, part C  
        Own right.....40323  
        Settlement of.....chapter 4, section 3, part D  
        With dependent rate.....40322  
    Entitlement when Marine not married to service member.....table 4-3-1  
    Orders endorsement.....40333  
Disbursing diary statement.....100301  
DITY moves.....chapter 4, section 5, part C  
    Of household goods.....chapter 4, section 5, part C  
    Final settlement.....40521  
Doubtful claims.....chapter 2, section 5  
Dual lodgings on a single day, requirements for.....20802  
Duty with other agencies or departments.....70106

E

Escorts or attendants for dependents of Marines.....70602  
Effective date of orders.....20107,100113  
Elapsed time.....chapter 10  
Elapsed time computation.....chapter 10, section 3, part D  
Elapsed time entries.....chapter 10, section 3, part B  
Elapsed time less than maximum allowable traveltime.....100212  
    Requirement to report.....chapter 10, section 1, part A  
Emergency leave.....70201  
Endorsement on orders.....20111,90315  
Exceptions to entitlement.....80514  
Expenditures on official business.....section 2, chapter 7, part A  
Evacuation allowances.....chapter 9  
    Frequency of payment.....90311  
    Payment of per diem.....chapter 9, section 3, part B  
    Payment voucher.....figure 9-3-1

F

Fails/refuses to submit travel claim, Marine.....20403  
False, fictitious, or fraudulent claims.....chapter 2, section 6  
Federally sponsored meetings outside area of  
    permanent duty station.....80621  
Federally sponsored meetings within area of  
    permanent duty station.....80622  
Field duty.....chapter 8, section 5, part A  
Final settlement results in indebtedness.....50322

MCTIM

Flight requirements.....70104  
FMCF/Retired Marines called or ordered to active duty.....70105  
Foreign currency, receipts in.....20801  
Foreign trainees.....chapter 7, section 7

G

Government automobile.....100221  
Government conveyance (besides automobile)  
    transportation request.....100222  
Group travel.....60103

H

Household goods.....chapter 4, section 5  
    Advance payment  
        Orders endorsement.....40513  
    DITY movement of.....chapter 4, section 5, part C  
    Determination of excess costs.....40523  
    Excess costs incurred.....40522  
    Recoupment of excess costs.....40524

I

>IMA/IRR claims.....60213  
Individual payments.....80221  
Individual unit deployment record..... figure 8-5-1  
Insufficient time to complete travel.....100216  
International dateline..... chapter 11, section 2

J

K

L

Leave awaiting separation.....50203  
Leave in connection with TAD.....100414  
Liquidation of shore patrol advances.....70807, figure 7-8-3  
Loss of ticket en route.....70405  
Lost original orders.....chapter 2, section 3, part A  
Lost receipts.....chapter 2, section 3, part B

M

MAC aerial port of embarkation/debarkation, travel to and from.....20807  
Marine fails to report.....100104  
Marine fails to submit travel claim.....100103

MCTIM

Maximum PCS allowable traveltime/leave  
for travel by mixed modes.....table 10-2-2  
Mileage or trip accumulation programs.....10421  
> Message request for travel advance(PCS).....figure 3-2-1  
> Message request for travel advance (TAD).....figure 8-2-1  
Mixed commercial travel.....figure 10-3-7  
Mixed mode travel.....figure 10-2-3  
Mobile home allowances.....chapter 4, section 7  
    Advances.....40702  
    Claim completion.....40703  
    Determination of excess cost.....40706  
    Final settlement.....40705  
    Supporting documents.....20203,20401  
Modification of orders.....20203, 20401  
Modification to PCS orders received en route.....Figure 10-3-4  
>MTU claims.....60213  
Multiple payment procedures.....20804  
Multiple travel payments list.....figures 3-2-3, 8-2-3

N

>NAVMC 11108 not received by finance office.....100142  
NAVMC 11131: Separation travel allowances election certificate.....50221  
Navy personnel, payment to.....chapter 12, section 5  
Nonappropriated fund custodian  
    responsibilities.....chapter 1, section 4, part D  
Nonfederally sponsored meetings outside  
    area of permanent duty station.....80623  
Nonfederally sponsored meetings within  
    area of permanent duty station.....80624

O

Official distances.....100201  
Orders.....chapter 2, section 1  
    Canceled.....20401  
    Endorsement.....30441  
    Lost original.....chapter 2, section 3, part A  
    Modified.....20401  
    Original.....20104  
    Preparation.....30102  
    To meetings/conferences.....chapter 8, section 6, part B  
    Types of.....20103  
    Overpaid travel advance.....30433  
    Overpaid travel allowances.....figure 6-2-1  
    Overpayments of \$50 or less.....140102  
    Overpayments of more than \$50 .....140103

P

Paroled prisoners.....70402  
Payment, advance of shore patrol allowances.....70803, figure 7-8-1  
Payment, request for partial.....50222  
Payment of evacuation allowance.....chapter 9, section 3, part A

MCTIM

Payment of Navy/other service personnel.....80518  
Payment of shore patrol claims.....70806  
Payment to other service members.....chapter 12  
Penalty payments.....chapter 1, section 4, part B  
Per diem.....80425  
Permanent change-of-station  
    Appropriation data.....20201  
    Document distribution.....30233  
    Endorsement of orders.....30232  
    Orders preparation.....30103  
    Orders received at temporary duty station/while on leave.....30104  
    Orders received while on annual leave.....Figure 10-3-5  
    Per diem.....110102  
    To/from or between areas outside CONUS.....30424  
Travel  
    Amount due the Marine.....20432  
    Claims.....chapter 3, section 3  
        DD Form 1351-2: Travel Voucher or Subvoucher.....30311  
        DD Form 1351-2C: Travel Voucher or Subvoucher  
            (Continuation).....30312  
    Document distribution.....30402  
    Marine has been overadvanced.....30433  
    Settlement of PCS.....chapter 3, section 4  
    Submission requirements.....chapter 3, section 3, part C  
    Required supporting documents.....30202  
    Restrictions.....30203  
    Restrictions on advances.....40211  
    With TEMADDINS en route and no ultimate duty station.....30425  
    Travel time and leave determination.....table 10-2-1  
Permanent shore patrol duty.....70801  
Prisoners and guards.....70401  
Privacy act statement.....10202  
Privately owned conveyance.....100232  
Privileges while traveling, civilian.....130103  
Proceed time.....chapter 10, section 1, part C  
Promotional campaigns.....chapter 1, section 4, part C

Q

R

Reclaims.....chapter 2, section 6, part C  
Reimbursable expenses.....chapter 11, section 3  
Reimbursement rates.....30212  
Recoupment action.....50323  
Recruiters.....70102  
Refunding/collecting amounts due.....chapter 14  
Regulatory citations.....appendix B  
Repeat travel orders.....80322  
Reporting/detaching, quarters, and mess endorsements.....20112  
Reporting date.....100112

MCTIM

Reporting for duty of more than 45 days at  
TDY station en route PCS.....100302  
Reserve components.....chapter 6  
Travel claims.....chapter 6, section 2  
Submission.....30212  
Responsibilities of claimant.....30303  
Retention of tangible items.....10433  
Return travel of absentees, stragglers, and Marines without funds.....70404  
Return to CONUS by circuitous travel.....figure 10-3-8  
Return to CONUS from overseas tour.....figure 10-3-6  
Room deposit, reimbursement of nonrefundable.....20405

S

Second dislocation allowance during a fiscal year.....40302  
Secret and confidential travel orders.....chapter 2, section 9  
>Separation before travel advance on prior claim settled (PCS).....30443  
>Separation before travel advance on prior claim settled (TAD).....80443  
Separation travel.....chapter 5  
Advance payments.....chapter 5 section 2  
Computation of.....50234  
Claims settlement.....chapter 5, section 3, part C  
>Separation/travel pay certificate.....50213, figure 5-2-1  
Separatee  
Category I.....50102  
Category II.....50103  
Category III.....50104  
Dies after retirement/release.....50105  
>Seriously ill/injured Marine visitation.....40262  
Settlement  
of PCS travel claims.....chapter 3, section 4  
of shore patrol advance.....70808  
SF 1164.....30313  
Shore patrol claims.....70805, figure 7-8-2  
Shore patrol duty.....chapter 7, section 8  
Signatures, required.....20105  
>SMCR claims.....60212  
Suspense file.....50236

T

Tangible gifts, prizes, and related incentives.....10423  
TDRL required to undergo periodic physical exam.....70301  
TDY for less than 45 days.....100312  
TDY for 45 days or more.....100313  
Temporary additional duty.....chapter 8  
Appropriation data.....20202  
Order preparation.....chapter 8, section 1, part C  
Per diem.....110101  
Time limitation.....80102  
Travel status.....80103  
Travel voucher.....chapter 8, section 4, part D  
Types or orders.....80104

Temporary lodging expense allowance.....	chapter 4, section 4
Claims.....	40403
Completion.....	40406
Orders endorsement.....	40407
Submission requirements/supporting documents.....	40404
Computation.....	40405
Temporary shore patrol duty.....	70802
Time of detachment/reporting.....	100323
Total traveltime.....	100235
Transfer for humanitarian reasons.....	70107
Transfer of patients.....	70302
Transoceanic travel.....	100223
Transportation allowances.....	chapter 11, section 4
Transportation of privately owned vehicles.....	chapter 4, section 6
Transportation to or from carrier terminals.....	20805
Traffic management officer responsibilities.....	10422
Travel advance	
Computation of PCS.....	chapter 3, section 2, part B
Deduction of BAS.....	30421
Document distribution.....	30233
Endorsement of orders.....	30232
> Payments made by MCSA (FDD) to Marine's overseas (PCS).....	30234
> Payments made by MCSA (FDD) to Marine's overseas (TAD).....	80234
Reconciliation/settlement, reserve components.....	60224
Required supporting documents.....	30202
Restrictions.....	30203
TAD.....	80202, figure 8-2-1
Additional for extended TAD.....	chapter 8, section 3, part D
Computations.....	chapter 8, section 2, part B
Payment procedures.....	chapter 8, section 2, part D
Restrictions.....	80204
Travel claim.....	figure 8-3-1
Travel claim with leave involved.....	figure 8-3-2
Travel claims.....	chapter 8, section 3
Traveltime.....	chapter 10, section 4, part A
Travel computation sheet.....	figure 10-2-1
Travel by aero club aircraft.....	100405
Travel by air.....	100403
Travel by Government automobile.....	figure 10-3-3
Travel by Government transportation	
Travel by POC.....	100402
Travel by POC and commercial bus.....	figure 10-3-2
Travel entitlements upon separation from the	
Marine Corps in CONUS.....	table 10-2-3
Travel within/around permanent duty station.....	20712
Travel within/around temporary duty site.....	20713
Travel performed by commercial transportation.....	figure 10-2-5
Travel performed by POC.....	figure 10-2-2
Travel policy.....	10102
Traveltime on temporary additional duty.....	100215
Two fiscal years involved.....	20204

MCTIM

V

Various payees..... 30223,80222

W

WESTPAC unit deployment program.....chapter 8, section 5, part B  
Witnesses.....chapter 7, section 5  
When to issue TAD orders.....80611

X

Y

Z

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